

# SANDEEP GODAVARI PANIGRAHI

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**Date of Birth:** October 20, 1998

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## PROFILE SUMMARY

I am completed my Post graduation in Masters of Commerce having experience of 6 years widely spread across several roles and tangents of work experience covering instances as payables accounting and analysis, ledger scrutiny audit, preparing financial statements, preparing various regulatory reports and filing reports before the due dates, financial analysis and entries made by various departments



## EDUCATIONAL QUALIFICATIONS

### Post Graduation

M.Com (Accounting & Finance)	June 2021	University of Mumbai	66.75%
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### Graduation

B.Com (Banking & Insurance)	2019	Laxmichand Golwala College of Commerce and Economics (University of Mumbai)	79.90%
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### College and School

12th	2016	I.D.U.B.S Junior College (Maharashtra State Board)	68.70%
10th	2014	M.B.S Hindi High School (Maharashtra State Board)	69.20%

## PROFILE EXPERIENCE

### 1. SBFC Finance Limited (April, 2022 to Till date)

#### a. Senior Officer – Finance:

##### Area of Exposure - Accounting & Financial Reporting

- Preparation of monthly TDS working and making payment and quarterly return filing. also automated the TDS payment to return filling process and reduced 70% of time to complete the same work.
- Preparation of 26AS reconciliation in every month and to rectify all differences after discussion with relevant person and department.
- Preparation and reconciliation of TDS for Tax audit return filing and to reply Income Tax department after getting TDS related notice to company.
- Perform payroll activities in coordination with Human Resource Department, such as timely statutory dues (Provident Fund, Professional Tax, Employee's State Insurance Corporation, Labour Welfare Fund) accounting & payments, salary reconciliation, salary JV posting and ledger analysis.
- Preparation of monthly GST working for GSTR3B & GSTR-1 filing in time. and maintaining ITC and Income reconciliation for all states etc.
- Participation in Quarterly audit, Statutory Audit & Internal Audit and Co-ordinate with Auditors for timely completion of Audit.
- Prepare schedules/details required during Quarterly audit, statutory & other audits, ensuring proper documentation & accounting records

**b. Officer – Finance:**

**Area of Exposure - Accounting & Financial Reporting**

- Perform day to day financial transactions including verifying, classifying, computing and posting in Oracle Software.
- Reconciliations of Ledger Balances;
  - Bank Balances,
  - Vendor Balances
- Review and process journal entries, perform account reconciliations, month end closure activities and reports based on agreed deadlines by the management.
- Prepare report, account and process all PAN India branch Vendor payments and Employees Salary Advance.
- Preparation of monthly TDS working and making payment and quarterly return filing.
- Preparation of 26AS reconciliation in every month and to rectify all differences after discussion with relevant person and department.
- Prepare schedules/details required during statutory & other audits, ensuring proper documentation & accounting records.
- Participation in Statutory Audit & Internal Audit and Co-ordinate with Auditors for timely completion of Audit
- Perform payroll activities in coordination with Human Resource Department, such as timely statutory dues (Provident Fund, Professional Tax, Employee's State Insurance Corporation, Labour Welfare Fund) accounting & payments, salary reconciliation, salary JV posting and ledger analysis.
- Preparing statistical information of the company and collaborating with cross-functional team for data requirements along with varieties of working data for certificate of DRHP & RHP.

**2. Accountant – Prakash Doshi & Co (Chartered Accountant Firm)- {Feb,2018 to April 2022}**

**Area of Exposure - Accountant**

- Recording all financial transaction of clients in Tally ERP-9 on regular basis.
- Auditing and finalization of books of accounts in time.
- Preparing Audit report, doing all compliances and Income Tax Return filing.
- Preparation of GST working, GSTR3B reconciliation and making payment before filing of GST returns
- Income Tax return filing of individuals, Societies, Charitable and Religious Trust.
- Preparation of monthly TDS working and making payment and quarterly return filing
- Monthly and yearly Profession Tax payment and return filing.

**INFORMATION TECHNOLOGY SKILLS**

- Advance Excel
- Oracle
- Tally ERP 9 System
- Genius software (Sag Infotech)
- Clear Tax

**STRENGTHS**

- Coupled with an ability to work well in team
- Capability and hungry to learn new things.

**Declaration:** I hereby declare that information given above is true and correct to the best of my knowledge.