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| DIGAMBAR BEHERA  **E-mail : digambar.behera3690@gmail.com** ☎: **9566248530, 9123560140** |

###### Career Objective

* To obtain a challenging position in a growth oriented organization that will enable me to utilize my experience and skills for organizational growth and help me to reach higher pinnacles.
* To achieve the highest degree of proficiency in the field undertaken with total commitment, dedication and hard work.

###### Profile Summary

* CMA(Inter) with 7. 2 Years of experience in controlling and reporting in the areas of Financial Statements i.e Statements Assets, Liabilities and Partner’s Capital, SOP, Cash Flows, Partner’s Capital, Investments and notes to accounts through US GAAP and IFRS standards.

**Professional Qualification**

**Cost Accountancy**

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| --- | --- | --- | --- |
| **Year** | **Degree** | **Institution** | **Percentage** |
| June, 2012 | CMA (INTER) | ICAI | 55 |

**Academic Qualifications**

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| **Year** | **Degree** | **Institution** | **Percentage** |
| 2010 | B.Com(H) | Fakir Mohan University, Orissa | 63 |
| 2007 | +2 Commerce | C.H.S.E., Orissa | 44 |
| 2005 | 10th | B.S.E., Orissa | 59 |

**Computer Proficiency**

* Efficient Knowledge of using MS-Office & Internet Operations.
* Quite comfortable with working in LAN and network environment.
* Quite comfortable with working in **SAP, HFM, Blackline, Workiva, and Sales Force** environment.

###### Work Experience

**1.** Current Organization**: Genpact India Pvt Ltd.**

Position**: Assistant Manager – Finance Control (Record to Report)**

Duration**: December 2019 to Current**

***Job Profile:***

* Compile and analyze financial information to prepare journal entries e.g accrual, prepaid, forex, & adhoc JV on a timely basis.
* Responsible for the month-end, quarter-end and year-end analysis of general ledger accounts including validating the accuracy of data from subsystems.
* Responsible for general ledger account reconciliations and balance sheet reconciliation, with a focus on appropriate supporting documentation, timely follow-up on reconciling items and adherence to the reconciliation policy.
* Prepare and review the month end closer activates, e.g TB analysis, P/L & Balance sheet finalization.
* Coordinate with both on-shore and off-shore accounting resources to ensure timely completion of journal entries and overall compliance with the monthly close calendar.
* Analyze financial statements on a monthly basis identifying reasons for variances in both balance sheet and income statement accounts.
* Preparation and review the lease as per IFRS-16/ASC-842.
* Perform and review for creation, modification, extensions, block and unblock of vendor in SAP.
* Review the invoices and check the accural of the vendors.
* Perform FA reconciliation, followup with stakeholders.
* Perform Bank reconciliation activity and clear the balance with coordination with respective team
* Perform billing activities for the vendors.
* Preparation and review of management and regulatory reports and data submission.
* Assist in preparing audit schedules for the external auditors, tax package schedules and schedules to support SOX controls.
* Focus on continuous improvement. Identifies and helps develop new processes to improve efficiency.
* Managing the audit process, coordinate the provision of information and serving as a liaison with Internal and external auditors.
* Prepare and maintain documented standard operating procedures (SOPs) for all job duties and responsibilities.

**2.** Previous Organization: **State** **Street HCL Services Pvt Ltd.**

Position: **Specialist**

Duration: **December 2018 to December 2019.**

***Job Profile:***

* Responsible for preparation and review of Financial and regulatory reporting of financial statements e.g Statements of Assets, Liabilities and Partner’s Capital, P&L, Cash flows, Partners Capital and Investments and notes to accounts.
* Responsible for preparation and review of Quarterly and Annual financial statements and notes parts in Private equity and Hedge fund Industries.
* Reconcile and assure of all financial data reported with compliance to US GAAP, FASB and IFRS Standard.
* Responsible for checking all Inputs backups are accurate to preparation of financial statements.
* Responsible for preparation and review of P&L allocation for FIHI calculation, Lookthru and FAS-157 in annual financial statements and notes to accounts in Private equity and Hedge fund.
* Responsible for preparation and review of IRR calculation.
* Responsible for preparation and review of Master and Feeder tie out for the funds.
* Reconciliation the items and checking the inconsistencies between the Cash Flow, Income Statement and Partners Capital and making required corrections.
* Ensuring that all deliverables are completed accurately and within agreed upon time.
* Understands and meet all deadlines, manages time accordingly and escalates any issues to the senior level.
* Accurately completes and sign off all SOPs and checklists.

**3.** Previous Company: **RR Donnelley Outsourcing Pvt Ltd.**

Position: **Financial Analyst (Record to Report)**

Duration: **November 2015 to November 2018.**

***Job Profile:***

* Responsible for preparation and review of Financial and regulatory reporting of financial statements e.g Statements of Assets, Liabilities and Partner’s Capital, P&L, Cash flows, Partners Capital and Investments and notes to accounts.
* Maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms.
* Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports ensuring analyzing the expenditure on a monthly basis to control expenses.
* Monitoring preparation of management books of accounts, party reconciliation and consolidated reports in compliance with time & accuracy norms.
* Preparing reports like monthly balance sheet, quarterly results and other MIS reports, entailing budgeting, cash flow, customer outstanding and collection statement; evaluating them for facilitating decision - making process.
* Coordinating with internal & external auditors for facilitating statutory audit, balance sheet and internal audits for assessment of existing systems and implementing correcting actions.
* Coordinating complete planning & management activities for ensuring completion of internal & statutory audits.
* Preparing and analyzing the profit and loss accounts including detailed review of revenue and cost transactions.
* Reconciling and reviewing balance sheet notes.
* Financial statement such as income statement and balance sheet Accounts & reconciliation of ledgers.
* Accurately completes and sign off all SOPs and checklists.
* Understands and meet all deadlines, manages time accordingly and escalates any issues to the senior level.
* Assists manager with maintain calendars and deliverable lists to ensure client and company expectations are met.

**4.** Previous Organization: **B Nayak & Associates, Chartered Accountants**

Position: **Audit-cum Account Assistant**

Duration**:** **01-11-2013 to 30-09-2015.**

***AUDIT***

* **COAL INDIA LIMITED** - Internal audit of Division covering the areas of Revenue, Billing, Legal & Secretarial, Inventory, Statutory Compliances, Sales & Collection and Fixed Assets verification etc.
* **MAHANADI COAL FIELDS LIMITED** - Internal audit of Division covering the areas of Revenue, Billing, Legal & Secretarial, Inventory, Statutory Compliance, Sales & Collection and Fixed Assets Verification.
* **OSCSC Ltd**- Internal audit of Division covering the areas of Revenue, Billing, Legal & Secretarial, Inventory, Statutory Compliance, Sales & Collection and Fixed Assets Verification.
* **NTPC Ltd**- Physical Verification of Plant & Machinery, VAT Audit etc.
* **OPTCL**- Internal audit of Division the areas of Revenue, Billing, Legal & Secretarial, Inventory, Statutory Compliance, Sales & Collection and Fixed Assets Verification.

**Personal Information**

Date of Birth : 03rd June, 1990

Language Known : English, Hindi, Odia, and Bengali

Father’s Name : Mr. Lambodar Behera

Marital Status : Married

Permanent Address : At- Gada, Khaira, Balasore, Odisha, 756048.

Hobbies : Listen Music, Playing Cricket etc.

**Declaration**

I do hereby declare that the above mentioned facts are true to best of my Knowledge and belief.

Date: **Digambar Behera**

Place: Noida

**References:**

* 1. **CA. Pratap Kumar Samantaray**

Finance Head- Tohoku Steel Limited

Chennai.

* 1. **CA. Biswajit Senapati**

Deputy Manager – L&T

Chennai

**3. CA. Biswajit Nayak**

Partner, BNayak &Associates

Bhubaneswar