

DIPTI RANJAN MAHALIK
MBA (Finance)
B.Com

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New Delhi- 110065

CAREER OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career I am looking for the exposure in the area of Finance & Accounts and analysis where I can contribute to the growth of the organization by achieving its targets along with developing my professional skills and acquiring new ones.

PROFESSIONAL EXPERIENCE (From Aug 2020 to Present)

Organization: - Manashi Craft Pvt. Ltd.

Manashi was founded in 1990 by coming together of young, highly creative Architects, Project Managers, and a huge backup team of workmen from different disciplines that successfully designed and executed several innovative and prestigious projects in Construction, Corporate Interiors, & Multiplexes and Government Projects.

Job Profile & Key Responsibilities:-

- : GST Data Preparation as on monthly basis for Branch Wise.
 - : Sales & Purchase total reconciliation of accounts calculating GST
 - : GST ITC Reconciliation with 2B Data on Monthly Basis.
 - : Monthly payment of GST(CGST,SGST,IGST)
 - : Preparation Of GST return of month wise
- ✓ GSTR-1
✓ GSTR-3B
- : Deposit of TDS on Monthly Basis online
 - : TDS Return on Quarterly Basis in Genius Software.
 - : Making Salary Sheet of Delhi Branch Office Staff
 - : Preparing EPF & ESIC Details Month wise and Report to Head office.
 - : Registration of New Member in EPF & ESIC.
 - : Monitoring BG for mobilization advance & Performance Guarantee and its collection back from client.
 - : Verification of Purchase, Contractor & Reimbursement of Expenses to employees.
 - : Bank, Debtors & Creditors Reconciliation
 - : Inter Company Loan & advances Reconciliation(Manashi Group)
 - : Monthly Ledger Scrutiny.
 - : All type of banking i.e. RTGS/NEFT.
 - : Prepare of Monthly MIS report (Project Wise P&L)
 - : Aging Analysis of Debtors and generated Revenue through recovery through sales team.



- : Preparing of Tax invoices, Vouchers & Agency Payment
- : Enter TDS Receivable from Clients as per 26 AS at the time of Balance Sheet Finalization.
- : Coordinating with Auditors for Auditing Balance Sheet for Delhi Branch

PROFESSIONAL EXPERIENCE (From July 2018 to July 2020)

Organization: - Onkar International Pvt. Ltd.

Onkar International Pvt. Ltd is an IATA Travel Company, established in 1981. It is a distinctive and self-motivated Travel Management Team whose knowledge, expertise, professional approach, cost effective solutions and world-class services have enabled us to innovate personalized solutions to suit all travel needs.

Job Profile & Key Responsibilities:-

- : Accounts Payable
- : All type of banking i.e. RTGS/NEFT, LC, and BG Documents.
- : Process Reimbursement Expenses.
- : Making IATA Payments Weekly Basis on time (Arranging Fund)
- : Making Payment to vendors after Ledger Reconcile.
- : Making Visa Payments after Pairing with Invoices.
- : Making Journal Voucher Entry of Airline Booking on Daily Basis.
- : Controlling Mumbai Branch Office Cash Expenses and Visa Expenses.
- : Prepare of Monthly MIS report
- : Enter posting of payments, receipt collection & journal voucher
- : Ensure TDS while making payment to the party and service provider as applicable.
- : Prepare Commission Entry paid to vendors and reconciliation
- : Prepare Refund to Customers after pairing with Invoices.
- : Deposit of TDS on Monthly Basis online.
- : Maintain cash transaction & petty cash book, preparing cash.
- : Daily Fund Flow Statement of All Banks.
- : Monthly Ledger Scrutiny.
- : All Credit Card Transaction Reconcile with invoice and Statement and their Payments.
- : Bank Reconciliation on daily basis.
- : GST Data Preparation as on monthly basis as per Govt. rules
- : Monthly payment of GST(CGST,SGST,IGST)
- : Preparation Of GST return of month wise

- ✓ GSTR-1
- ✓ GSTR-3B

PROFESSIONAL EXPERIENCE (From Aug 2011 to June 2018)

Organization: - Rajeev Gupta & Associates

Rajeev Gupta & Associates is a fast growing and visionary Architectural firm, involved in Architectural projects, Interior projects and Turnkey solutions, based in South District of New Delhi, India.

Job Profile & Key Responsibilities:-

- : Verification of Purchase, Contractor & Reimbursement bills.
- : Bank, Debtors & Creditors Reconciliation
- : Maintain cash transaction & petty cash book, preparing cash
- : Day to day cash & bank transactions
- : Preparing outstanding list of Debtor & making Payment follow-up
- : Preparing of Tax invoices, Vouchers & Agency Payment
- : Making all types of voucher entry.
- : Carry out billing, collection and reporting activities according to specific deadlines
- : Ensure TDS while making payment to the party and service provider as applicable.
- : Deposit of TDS on Monthly Basis online.
- : TDS Return on Quarterly Basis in Genius Software.
- : DVAT, HVAT & UPVAT data Preparation as on monthly basis.
- : Quarterly Vat Payment and Prepare Vat Return.
- : Preparation Of Service Tax return of month wise.
- : Preparation of GSTR1 and GSTR 3B Data and Submit to CA.

Professional Experience Summary**Enkay group of company (A unit of enkay group of company)**

I was working as an Accounts exe. From 16 July 2009 to 31 July-2011 in enkay group of company, 448, udyog vihar. Gurgaon Haryana.)

Job responsibility

- : Computerized and Manual bookkeeping & Accuracy normal under taxation.
- : Data entry in Tally ERP 9.
- : Verification of Purchase, Contractor & Reimbursement bills
- : Handling all the Bank transactions. Rtg, Neft, Reconciliation of Banks.
- : Maintain of Vender accounts. & reconcile
- : Deposit of TDS & HVAT timely
- : Preparation of HVAT Returns.
- : Accounts Payable, Accounts Receivable.
- : Bank Reconciliation of major accounts on daily basis & monthly basis.
- : Making all types of voucher entry.
- : Maintaining cash daily wise.



Matrix Business Services India Pvt. Ltd. (Audit & Assurance)

I was working as an Auditor From **05 March 2008 to 15 July-2009** in Matrix Business Services India Pvt. Ltd. (D-38, Ground Floor, Acharya Niketan, Mayur Vihar Ph-1)

Job Responsibility:-

- **Internal Audit of Deutsche Bank (Export & Import Document Verification)**
- **Audit for Verification of Octrai Charges at Future Group, Gurgaon.**
- **Stock Audit for Pepsi Co. Ltd at Delhi NCR.**
- **Stock Audit for Nokia Solutions and Networks India Pvt. Ltd.**

Educational Qualification

- ✓ **MBA** In Finance in 2015 (Sikkim Manipal University)
- ✓ **B.Com** (Graduation) in 2007 from Utkal University (Orissa)
- ✓ **12th** Commerce in 2004 from Central Board of Secondary Education(Orissa)
- ✓ **10th** Pass in 2002 Board of secondary Education (Orissa)

ITS SKILLS

- Advance Knowledge in MS Excel
- CashX Software.
- Tally (All Versions)
- Proficient (quick learner) in adapting new application software

STRENGTHS

- Focused, Loyal, Team Player
- Analytical, innovative & result oriented professional
- Time management skills and ability to work under pressure and beat deadlines.
- Handling of Teams in good manner.

Personal Background

Father Name
Date of Birth

:- Rabindra Kumar Mahalik

:- 12.06.1987

Permanent Address
Gobindpur/Kadaliban

:- At/po:

:- Via_Chaudakulat

:-Dist: Kendrapara, Odisha – 754222

Date:

Place:

(DIPTI RANJAN MAHALIK)

