

CURRICULUM VITAE

SOURAV PATRA

Permanent Address:-

Vill- Danpatia, Post- Bachhri,
P.S- Shyampur, Dist- Howrah,
W.B, 711312.

Current Address:-

Rana Niwas, C156, C Block
Sector 71, Noida, UP 201301

Contact Details:-

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OBJECTIVE:

Seeking senior level assignment in a well reputed Organization where I can enhance my skill and knowledge and at the same time, I can make the organization profitable.

ABILITIES:

- SAP Total Experiences 6+ Years.
- Financial Reporting & Account Reconciliation
- Budgeting and Forecasting
- Advance Excel skills, V-lookup, Pivot Table etc.
- Outstanding oral and written communications skills.
- Good Computer Knowledge.
- Professionalism and strong work ethic.
- Teamwork and collaboration.
- Capable to maintain good relationship with colleagues.

SKILLS:

- Account receivable and payable Entries and all account related accounting.
- GSTR purchases And Sales Reconciliation And Financial Reporting & Account Reconciliation
- TDS Reconciliation, Billing (Tax Invoice).
- Reconciliation of Vendor & Customer account on monthly basis
- Monthly MIS [Sale & Purchase Reconciliation, POP Reconciliation etc.]
- Customer and vendor Management.
- Good team handling skills And Quick problem-solving skill.
- Working Account Department Depot level, Logistics and E-commerce as an Executive & Operation

EXPREIENCES:

1. Work in DHARAMPAL SATYAPAL FOODS LIMITED (DS HQ) As a Officer - Finance & Account Depot Management of Noida location from 16th July 2024 to till now.

- Vendor & Customer Account Receivable and Payable.
- GSTR Reconciliation [Monthly MIS Sale & Purchase Reconciliation, POP Reconciliation etc.]
- TDS P&L Reconciliation.
- Freight Management with recompilation from GL and Audit management.
- Financial Reporting & Account Reconciliation
- GL Reconciliation.
- Depot Compliance done in system, Co-ordination with Depot & customers.
- Making all service PR, PO & SRN, Debit Note, Credit Note, MIGO & MIRO, FB60 etc.
- Dally Basis MIS, Stock Audit, Inventory, Co-Ordination with internal & Statutory Auditor
- Vendor and Customer Account Ledger Balance Clearing.
- All Customer Collection entry done in system
- Budget Vs Actual expenses management All Depot.
- Rent Agreement And FSSAI Licence Renewal Related Work.

2. Work in DHARAMPAL SATYAPAL FOODS LIMITED (Formally known as DS Confectionery products Ltd.) As a Officer - Finance & Account Depot Management of Indore location from January 2022 to 15th July 2024.

- Vendor & Customer Account Receivable and Payable.
- GSTR Reconciliation Monthly Basis
- TDS P&L Reconciliation.
- Tax Invoicing, Debit Note, Credit Note etc.
- Monthly MIS [GSTR Sale & Purchase Reconciliation, POP Reconciliation etc.]
- Dally Basis MIS, Stock Audit, Inventory etc.
- Vendor and Customer Account Ledger Balance Clearing.
- Vendor & Customer Account Receivable and Payable.
- GSTR Reconciliation [Monthly MIS Sale & Purchase Reconciliation, POP Reconciliation etc.]
- Making all service PR, PO & SRN, Debit Note, Credit Note etc.
- Making MIGO & MIRO, FB60 etc
- Freight Management with recompilation from GL and Audit management.
- Depot Compliance done in system, Co-ordination with Depot & customers.

3. Work in DS Confectionery products Ltd. Under Shree Vasu Logistics Limited. As A EDP Executive of Kolkata WH from December 2020 to January 2022.

- Tax Invoicing, Debit Note, Credit Note etc
- Monthly MIS [GSTR Sale & Purchase Reconciliation, POP Reconciliation etc.]
- Preparing the daily all billing of Kolkata.
- Dally Basis MIS, Stock Audit, Inventory etc.
- Vendor and Customer Account Ledger Balance Clearing.
- Vendor & Customer Account Receivable and Payable
- Preparing daily dispatch report, stock report, MIS report, Ageing Report etc.
- Stock Audit, Inventory.
- Manage And a well as taking care of floor management.
- Making GSR and SRN, Invoicing on SAP.
- Handling the team of WH.

4. Work in Relicense Retail Ltd. Under UHK Manpower Services Pvt. Ltd. As A Executive of Kolkata WH from November 2019 to November 2020.

- Inward & Outward Data entry on System & manual.
- Preparing MIS report on daily basis.
- Making Invoice, GRN, E-way bill on SAP.
- Preparing of day end report on daily basis.
- Stock Audit, Inventory.
- Manage And a well as taking care of floor management.
- Making GSR and SRN, Invoicing on SAP.
- Handling the team of WH.
- Stock audit on Monthly basis. Etc.

PROFESSIONAL SUMMARY

- ❖ I am looking after our total four depot located at Indore, Jaipur, Ahmedabad & Kolkata respectively.
- ❖ An erudite professional with 7+ years of experience in Supply Chain Operations entailing warehousing, Logistics, Order Processing, and Coordination. Ensure the adherence to the company policies for executing the warehouse operations.
- ❖ Operations Strategy Planning, Warehouse Management, Team Management, Inventory Management.

EDUCATION QUALIFICATION

- **B.Com (Accountancy Hons).**
 - Completed in the year 2019 from Calcutta University.
 - Bachelor of Commerce with a specialization in Accountancy.
- **H.S (Higher Secondary)**
 - Completed in the year 2016.
 - Studied in the Commerce stream
- **Madhyamik:**
 - Completed in the year 2014. Equivalent to completing 10th grade (secondary education) in India.

COMPUTER & TYPING PROFICIENCY

- Computer Knowledge with SAP S/4 HANA, SAP SD, SAP MM etc.
- Data analytics, Advance Excel, Tally ERP9
- Advanced Computing and Applications.
- English Typing Speed @30 W.P.M

LANGUAGE

- English
- Hindi
- Bengali

PROFICIENCY

- ☆☆☆
- ☆☆☆☆
- ☆☆☆☆

PERSONAL DETAILS

- Date Of Birth : 30th Sep 1998
- Father's Name : Subrata Patra
- Marital Status : Unmarried
- Nationality : Indian.

DECLARATION

I hereby declare that information furnished by me is correct to best of my knowledge and belief.