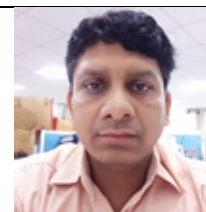


## CURRICULUM VITAE

### RAJIB KUMAR SWAIN

Flat No.8 Maruti Apartment,  
149/2 Export Enclave, Devli,  
New Delhi – 110 062  
Mob. No: 9953005892,  
E-mail: swainrk01@gmail.com



URL: [linkedin.com/in/rajib-swain-3b7b541a6](https://www.linkedin.com/in/rajib-swain-3b7b541a6)

### Summary

- **21+Year Experience** in Financial accounting, budget preparation & variance analysis, Tax planning, payable & receivable control, working capital management, banking, payroll processing, internal audit, overhead cost management, cash flow and general administration.

### Key Skills

Financial Accounting & Administration	Budgeting & Variance Analysis	Cash Management
Working Capital Funding	Taxation & Planning	Statutory Compliance
Payroll Processing	Payable & Receivable Control	Bank Reconciliation

### Professional Experience

- ◆ Presently Working as **Manager- Finance & Accounts with M/s Global Energy Private Ltd**, New Delhi, from April, 2007 to December 2019. This is a power trading company and also have a 5MW coal/biomass-based power generation plant at Belgundi, Karnataka.

### Job Responsibility:

- Liaison with Financial Institutions for raising of fund for working Capital (i.e. OD, BG, LC), short term loan.
- Preparing Cash flow & Fund Flow statement monthly.
- Preparing Balance Sheet, Consolidation of Balance Sheet with Subsidiary companies and Finalization of Books of Account as per Schedule- VI of Companies Act, 2013, taking into guidance of related Accounting Standards issued by ICAI & as per complied with the provision of Income Tax Act, 1961.
- Handling statutory compliances relating to Direct & Indirect Taxation and other compliances EPF, ESIC, PT (i.e. filling of Income Return, GST Returns and also assessment proceedings of Income Tax, GST, Service Tax)
- Liaison with Financial Institutions for raising of fund for working Capital (i.e. OD, BG, LC), short
- Preparation of monthly Overhead Budgets & Tax Planning.
- Controlling Receivable/Payables outstanding balance & periodically.
- Liaison and supporting with Internal Auditor & Statutory Auditor.

### Previous Experience

Worked as an **Accounts Officer with M/s SHIVALIK BIMETAL CONTROLS LTD.** New Delhi- from May 2002 to March 2007. That was a Manufacturing Company, manufactured Bimetal, Tri-metal Strip & Color picture Tube parts.

### Job Responsibility:

- Preparation of Balance Sheet and Profit & Loss Account
- Preparation of Overhead & Labour Budget.
- Preparation of monthly Bank Reconciliation Statement
- Handling Taxation matters i.e. Filling of TDS Return & deposit of Advance Tax.
- Liaison and supporting with Internal Auditor & Statutory Auditor.

- Reconciliation of Sundry Debtors and Creditors A/c.
- Reconciliation of all Loans A/c
- Inter Branch Reconciliation compared with Head Office account.

Worked as an **Accountant with M/s INFRA AGRO INDUSTRIES LTD.** New Delhi- from Jan. 1999 to April 2002.

**Job Responsibility:**

- Keeping Books of Account in Computerized Environment
- Preparation of Bank Reconciliation Statement
- Deduction of T.D.S., issuing certificates, filling annual Returns & keeping manual records
- Maintaining properly pay roll process of employees
- Reconciliation of Sundry Debtors and Creditors A/c.
- Preparing all types of vouchers

Articleship from **SHAIVAL & SUNIL.** (Chartered Accountants) from October 1996 to January, 1999, New Delhi

**Job Profile:**

- Handling Statutory Audit, Internal Audit, Tax Audit and Store Audit of Clients in banking, manufacturing, construction, software & trading sectors
- Finalization of Balance Sheet and Profit & Loss Account of Clients.
- Preparation, filing of Income Tax Return, ROC Return & Sales Tax Return of Clients.
- Preparation of Internal audit report and Management audit report

**Professional Qualifications**

- ◆ **C.A. (Inter) passed in 2004**
- ◆ Final Gr-I Cleared & Gr-II to be completed.
- ◆ B.Com. (Hon's) from **Utkal University** (Orissa)

**Computer Knowledge** : Tally ERP 9, Windows operating system

**Languages Known:** English, Hindi, Odia

**PERSONAL PROFILE**

Father's Name	:	Lt. Bhaskar Chandra Swain
Date of Birth	:	16 <sup>th</sup> April 1974
Salary Expected	:	Negotiable

Place: New Delhi

Date:

**(Rajib Kumar Swain)**