

# CURRICULUM VITAE.

## JIMUTA KUMAR SAHOO

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**H.No.-135 Ground Floor, Madangir Village, Near Govt Primary School, New Delhi-110062.**

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Seeking Middle Level Assignments in Accounts, Finance and Auditing with Leading Organizations.
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### **Educational Qualification. – ICWAI (Inter) in 1994**

**Computer Knowledge:** MS Word & Advance Excel, Tally ERP, EMIST

### **Employment History:**

1. **M/S Anand Roadlines** - From Jan, 2015 to Till Date.
2. **M/S Raj Structures Interiors Pvt Ltd** – From 1998 to 2014.

### **PROFESSIONAL SYNOPSIS**

- ❖ Focused oriented Assistant Manager Finance & Accounts with an exceptional record of **client service and revenue generation**. Able to manage multiple simultaneous projects with efficiency and accuracy. Adept at working independently or managing a professional accounting team.
- ❖ Extensive knowledge with a strong foundation of business management & committed professional with a career spanning of 25+ years. Proven expertise in streamlining the accounting domain with focus on authenticity and accuracy in Accounts, Finance, MIS, Budgeting, negotiating and accounting.

### **Skills**

- ❖ Financial Reporting/ Statements
- ❖ Financial administration
- ❖ Human Resources
- ❖ Coordination with Clients
- ❖ Coordination with Vendors
- ❖ Manage Accounting operations
- ❖ Manage Internal financial process
- ❖ Strong Problem solver

### **Present Job Responsibilities:**

- ❖ Verification of Freight Rates.
- ❖ Verification of all Sales Invoices.
- ❖ Ensure timely & correct invoicing,
- ❖ Coordinate with all Clients for timely Collection of Funds.
- ❖ Taking Responsibilities for Smooth handling of Receivable Section.

- ❖ Visiting various Clients for collection & undertake account reconciliations as Required, sending monthly client statements/letters as may be agreed from time to time for smooth flow of credit management.
- ❖ Developing good report with Clients to ensure high retention and satisfaction.
- ❖ Assist and work closely with the Finance Head of the company to ensure the credit control and Billing norms are maintained across the company.
- ❖ Monitor and ensure timely recovery/settlement of outstanding's of the company.
- ❖ Respond promptly and completely to both client and internal enquiries against Collections.
- ❖ Managing the Debtors outstanding aging, fixing their credit limit follow up for payments via email phone WhatsApp etc and resolving their issue.

**Previous Job Responsibilities:**

- ❖ Day to day accounting.
- ❖ Ledger Account Scrutiny.
- ❖ Trial Balance check on monthly basis.
- ❖ Debtor ageing statement on Monthly Basis.
- ❖ Finalize staff imprest/reimbursement as per norms of company.
- ❖ Keep Tracking of in & out Flow Project wise.
- ❖ Preparing Bank Reconciliation statements.
- ❖ Processing for labour payment, vendor payment & sub-Contractor payment.
- ❖ Update accounting records & reconcile accounting discrepancies.( Verification of all Type of Accounting Entries Related to TDS, Service Tax, VAT etc.)
- ❖ Preparing Monthly Liability Statement Project wise.
- ❖ Preparing Party Account Reconciliation.
- ❖ Finalization of Books of Accounts.
- ❖ Resolve accounting discrepancy.
- ❖ Co-ordinate bankers for loan.
- ❖ Handling Queries of Statutory Department.

**Personal Information:**

Permanent Address	:	At- Hata Nuasahi, Po- Kuhuri. Dist-Khordha, Pin:- 752027, Odisha.
Father's Name	:	Late Sri Dayandhi Sahoo.
Date of Birth	:	20 Sept, 1970.
Marital Status	:	Married
Languages Known	:	English, Hindi and Oriya

(Jimuta Kr. Sahoo)