## Curriculum Vitae

**Gunanidhi Samantaray**



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Gunanidhis@yahoo.com

1. ***Educational and Professional Qualification* :**

* **B Com ( Hons. ), M.Com., MBA(Finance).**
* PGDCA (Post Graduate Diploma in Computer Applications)- From Birla Institute of technology -one year course
* Accounting packages –**ERP System**, Tally9, Oracle 11i and Focus.

1. ***Work Experience*:**
2. **Franchise India Holding Ltd(October 2013 to till date) as a Account Manager**

Franchise India Holdings Ltd is Asia’s leading integrated Franchise consulting company since 1999 with an absolute authority on Franchising, Licensing, Retailing, Real Estate and marketing. Company have helped hundreds of investors in selecting the right opportunity and in turn assisted various organizations in international and domestic franchise expansions and business development. With its strategically formed divisions, FIHL has created its own niche as the pioneers of franchise industry and a small business authority.

1. **M & M Machine Craft (P) Ltd.*(November 2011 –Sept’’13) as*** Senior *Accounts* Executive

M & M Machine Craft (P) Ltd. is an ISO / TS 16949:2002 certified company engaged in manufacturing of CNC Machined, Cut to length Tubes, Sheet Metal Components & Aluminum Die Cast for automobiles and other allied engineering items.

1. **Motorola Solutions India Pvt. Ltd. -G&PS division*(Aug2006 –October2011)***as

SeniorAccounts Executive ( on rolls of Mynd Solutions India Pvt. Ltd).Motorola is a US based MNC having its business in trading and assembling of mobile phones, Two-way radios and accessories , wireless network solutions etc.

D)***Wartsila India Ltd- Noida (February, 2002 –July2006): Wartsila India Ltd- Noida as* Executive –** **Accounts**: Wartsila India is a subsidiary of wartsila Finland Oy and is engaged in **manufacturing** multifuel engine based power plants (IPP,CPP and Marine).Projects are executed on turnkey basis as well as on customers requirement. Wartsilais a leading world supplier of power systems based reciprocating engines. Wartsila provides complete solution for power at land and sea*.*

**3) Job Profile:**

***i) Accounts*:**

* Monitoring of sundry creditors / sundry debtors monthly basis, party reconciliation, physical verification and reconciliation of inventory and bank reconciliation of six banks .
* Scrutiny of expense claims and debtors. Monitoring and control of Profit center to ensure contributions to the company in coordination with HO, distributor and sales team.
* Creation and updation of Vendor master, liability creation based on the purchase order & service invoices booking, import, intercompany purchases, local purchase accounting.
* Handle finalization of Trial Balance, Balance Sheet and Profit &loss account.
* Co-ordination with internal auditor and statutory auditors for completion of statutory and internal audit.
* Offer making for engine and non-engine local spares (vendor enquiry handling) & related communication.
* To implement and maintain excellent standards of customer service both internally and externally.
* Handling rejections/discrepancies like short supplies & follow up for credit note/debit note.

**ii ) Banking/ MIS :**

* Handling of domestic L/C documentation for L/C opening,, bills of exchange (local) ,bank guarantee.
* Liaison with Banks for working capital/CC limits etc.
* Preparation of Stock, Debtor and Creditor Statement for Cash Credit Limit.
* Fund Management, Terms Loans, Working Capital Loan/CC Limit, Short/Long Term Deposit, Liaisoning, and Documentation for processing of loan applications with banks, financial institutions, etc.
* Ensuring timely disbursement of loan amount from Lenders or Banks.
* Maintaining financial transactions through Focus /oracle ERP software.
* MIS for AR /AP.
* To assist in preparation of the sales budget and contract agreements.
* Pay role function (like:-preparation of payroll, Salary Processing, other allowances and final settlements etc.).
* Preparation & monitoring of budget, funds flow statement, forecast, variance analysis  
  etc.

**iii )Income Tax:**

* Ensuring correct TDS deduction (checking nature of service/tax rates), deposit by due date, filing quarterly return, TAN application and completion of assessment procedures.
* Compliance regarding TDS including computation of tax on salary and issuance of Form 16 & Form 16A.
* Filling Income Tax Return and filing of Income Tax Returns of Individual, Firms and LLP.
* Ensuring timely deposit of Advance Tax.

**iv) GST  :**

* Accounts & Records to Maintained Under GST-Stock Register, Input tax credit availed, Output tax payable and paid, Such other particulars as be prescribed.
* Filing of Return - GSTR1,GSTR3B and GSTR-9( Annual Return)
* Inputs Tax Credit Reconciliation-Matching GSTR2A with GST receivable GL to ensure correct ITC has been availed
* Vendor Tax Credit Reconciliation-Identify venders who has not filed GSTR-1 & 3B & advising management to discontinue operations with such vendors
* Tax Ledger-Maintain, review, reconcile
* Reconciliation of GST returns with books of accounts
* HSN/SAC code-Review HS code/ applicable rates used for goods & services & suggest changes if require
* Preparation of various reports & summary for Management

**v ) Service Tax/ VAT/CST/Excise**

* Calculation of monthly Service Tax liability, payment of monthly liability thru GAR-7challan and reconciliations.
* Preparing and filing online Service Tax Return in form ST-3.
* Monitoring &collection of form C/ F /H/E1/E2/F Forms from customers.
* Computation and payment of VAT and CST liability after availament of ITC and filing of monthly returns
* Preparation and finalization of data for assessments
* Liaising with VAT department &assessing authority regarding various routine works.
* Processing Sales, Excise, Rejection (debit note/credit note) & Stock Transfer Invoices.
* Complete Job work (Sale & Purchase).
* Calculation and payment of Excise duty,
* Monthly, Quarterly and Annual Returns submission.
* Preparation of excise books (RG-23A Part I, II & 23 C Part-1,II, P.L.A. and Daily Stock Account).

***4. Personal Details* :**

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| *Name* | Gunanidhi Samantaray |
| *Father’s Name* | ShriGagan |
| *Address* | D-155,Flat No C2, Second Floor ,Krishna Park , Khanpur Devil Road ,New Delhi ,PIN No:110069 |
| *Mobile no.* | 9810288833 |
| *Date of Birth* | 9th June, 1979 |
| *Languages Known* | Read, write and speak English, Hindi and Oriya. |
| *Interests* | Sports and Travelling. |
| *Marital Status* | Married with one kid. |

**Place : Delhi**

**Date : (Gunanidhi Samantaray)**