

## AKSHAYA KUMAR SAHOO

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### PROFILE SUMMARY:

19+ years of extensive experience in Finance and Account, Audit Compliance, Cash Flow Management, Financial Reporting In-depth knowledge and Understanding of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) with real time accounting experience in Africa and India. A keen analyst with a distinction of reviewing, investigating and correcting errors and inconsistencies in financial entries & documents that leads to transparency in reporting to internal and external stakeholders, Hands-on experience in reviewing balance sheet and coordinating for queries raised by auditors and successfully completing audits within agreed time frames

### AREAS OF EXPERTISE:

- Responsible for End to End Commercial activities , including Finance & Accounts, finalized books of accounts ,filed Income Tax & GST Returns, handled Internal & Statutory Audit, responsible for MIS & various financial reports on daily / monthly basis, prepared Fund Flow & Cash Flow Statements, handled banking transactions for Inward / Outward Remittance.
- Oversee and complete yearly audit and financial accounts, Preparation of inventory registers, assets register and depreciation schedules, Monitoring the internal controls time to time to minimize financial risks to the company, Provide all necessary inputs to management for decision making, Liaise with bankers to ensure smooth banking operations.

### CORE SKILLS:

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|---------------------------------|---|
| ✓ Finance & Accounting          | ✓ Cost Analysis & Rate Studies              |
| ✓ Financial Planning & Analysis | ✓ Audit & Statutory Compliance              |
| ✓ Budgeting & Cost Control      | ✓ General Ledger & Journal Entries          |
| ✓ Cash Flow Management          | ✓ P&L Statement & Balance Sheet             |
| ✓ Financial Reporting           | ✓ Tax Planning & Working Capital Management |
| ✓ Accounts Receivable & Payable | ✓ Leadership & Team Management              |

### ORGANIZATIONAL SCAN:

#### **Finance Controller | Rex Forestry Ltd (Group of Lagata UK) Nigeria, Lagos - June 2022 – July 2023**

##### **Job Profile:**

- Managed Accounts, Finance, Banking, Purchase, Management of the finance function Preparation of Monthly Consolidated P&L and Balance Sheet, Maintenance of financial ledgers and accounting processes
- Monitoring the funds, supervising and managing end to end accounts activities, Preparation of budgets, forecasts and cash flow
- Monthly comparison of budgets with actual & variance analysis for areas of improvements.
- Debtors, Creditors, Bank, Cash flow, monthly & weekly payroll, Revenue compliance for PAYE & VAT
- Supervision of the procurement and compliance departments and Supervision of sales invoicing system
- Overseeing administration of the department and maintaining coordination between various internal departments for smooth functioning
- Managing payroll processing function involving computation of salaries, attendance, leave, fixed & variable entitlements
- Prepare Business Plan and drive achievement on all financials and operational parameters
- Cost controls, inventory management, Participation in pricing strategy and Treasury management
- Preparation Local & Overseas Purchase Order of Machineries & Spare Parts as per Required in Project
- Monitoring of Production and Preparing costing of Veneer & Logs Supplies
- Monitoring of Debtor Reconciliation and controlling of dealers networking, Bank Reconciliation and Creditors Reconciliation
- Processed monthly prepayments, accruals, and deferrals journals and coordinating with accounting team on invoicing, passing necessary journals Entries
- Managing Team and Overseeing Documentation and Approval for Government Department
- Preparing & Making Logs Suppliers Payment time timely and Monitoring Vehicles, Supervising Store and Procurement Department for Negotiating of Local Purchase.
- Followed up with delinquent accounts to obtain funds and reduce aging balances,supervised accurate, efficient, and compliant completion of monthly financial reporting packages.
- Managed budgets, assets, portfolios, accounts payable, and receivable and general financial reporting procedures.
- Reviewed documents and data to give accurate presentations and forecasts to upper management.
- Managed daily financial functions in collaboration with accounting and payroll personnel.
- Managed payroll data entry and processing for 300 employees to comply with predetermined company guidelines.

## **Accounts & Finance Manager | Amrose Singapore Pte Ltd, Monrovia, Accra - August 2019 - May 2022**

### **Job Profile:**

- Managed Accounts, Finance, Banking, Purchase, Management of the finance function Preparation of Monthly Consolidated P&L and Balance Sheet, Maintenance of financial ledgers and accounting processes
- Monitoring the funds, supervising and managing end to end accounts activities, Preparation of budgets, forecasts and cash flow
- Monthly comparison of budgets with actual & variance analysis for areas of improvements, dealing with Bank.
- Processed monthly prepayments, accruals, and deferrals journals and coordinating with accounting team on passing Necessary journals entries & Bank Reconciliation
- Preparing Management Account, including trial balance, profit & loss accounts, age-wise accounts payable & receivables statements and balance sheets
- Developed system of work, cost cutting expenses & Buying Foreign Currency for top management, summarizing the business financial position in areas of income, expenses, capital usage through monthly MIS
- Dealing and Negotiating with shipping & Clearing Agent for Export goods & Reconciliation debtors & Creditors
- Overseeing administration of the department and maintaining coordination between various internal departments for smooth functioning
- Managing payroll processing function involving computation of salaries, attendance, leave, fixed & variable entitlements and filing of Income Tax, TDS and other statutory returns
- Preparing internal & statutory audit schedules on quarterly and yearly basis Preparation of MIS reports and reconciliation statements as well as undertaking analysis for key indicators to assist top management
- Prepare Business Plan and drive achievement on all financial s and operational parameters, Work closely with Business teams to drive productivity improvement, cost reduction
- Cost controls, inventory management, RFQ evaluation, Cost sheet Validation and active participation in pricing strategy
- Preparation and consolidation of financial statements & Management Accounts for Bank & Financial Institutes
- Negotiated prices for products and freights to reduce cost of acquisition by achieving lower price.
- Coordinated with internal teams to facilitate prompt delivery of client projects.

## **Managing Partner | Shree Gajanana Agency & Captain Cool Plus, Bhubaneswar - May 2018 - August 2019**

### **Job Profile:**

#### **(Accounts, Finance, Audit and Operation)**

- Day to Day Accounting and reporting, financial analysis, financial systems Analytical skills, Business understanding, Supply process
- Project management skills, Problem solving, monitor cash balances and cash forecasts, Maintain banking relationships
- Cost control and follow up on Debtors balance to keep the receivable cycle to the least time frame
- Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable and receivable notes within the parameters and reconciliation, etc.
- Supervises and participates in the preparation of various financial statements and reports
- Directs the installation and maintenance of accounting records to show receipts and expenditures
- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management.
- Directs the installation and maintenance of new accounting, timekeeping, payroll, inventory, and Reviews financial statements with management personnel Responsible for compiling and reviewing accounting books at the end of every month.
- Handing team for Implementation of Inventory and Production module in Tally ERP.
- Monitoring ledgers, Annual Returns for withholding taxes Regular compiling of Vat returns
- Debtor Reconciliation and controlling of dealers networking, Bank Reconciliation and Creditors Reconciliation
- Analyzed and presented financial standings and cost effectiveness to other partners and investors.
- Established and implemented business procedures and process improvements.

## **Financial Analyst | Elbarbary Engineering Co. Ltd, Khartoum, Sudan - April 2015 - March 2018**

### **Job Profile:**

- Maintenance of cash & bank books for local currency and foreign currency accounts (GBP, USD,) with Local Currency
- Processing the foreign principal payment, Preparation of the age wise debtor statements and accounts receivable statements, Cash flow & fund flow statement
- Carrying out reconciliation of: Vendor Ledger , Petty cash books & foreign currency accounts

- Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
- Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities
- Report against the external auditor note, Monthly Finance Report, Inventory Status Report, Fixed Assets Schedule on monthly basis, Payroll sheet including leave & final settlement for employees.
- Negotiated for Foreign Currency and Suppliers payment, Processed monthly prepayments, accruals, and deferrals journals and coordinating with accounting team on invoicing, passing necessary journals Entries
- Developed system of work, cost cutting expenses & Buying Foreign Currency for top management, summarizing the business financial position in areas of income, expenses, capital usage through monthly MIS
- Handled the preparation of all financial reports, including profit and loss statement, balance sheet and statement of cash flows, as well as the year-end financial reports
- Maintained books of accounts and performed monthly and annual closing, finalization & MIS reports
- Ensured completion and reviewing of all balance sheet reconciliations and identify and communicate findings
- Worked with auditors for timely finalization of audit Process.
- Coordinated the preparation, maintenance and filing of projected P&L Account, Bills Discounting and Balance Sheet as required by bank authorities and other financial institutions.
- Collected data and developed detailed spreadsheets to identify trends and create revenue, profitability, and expense forecasts.
- Developed forecasting tools to analyze revenue variances and capitalize on industry trends.

#### **Accounts & Finance Manager | Premier Pharma Trade (PTY) Ltd, Gaborone, Botswana - August 2006 - July 2014**

- Assisted in formulating the company's future direction and supporting tactical initiatives
- Provided leadership in the development for the continuous evaluation of short and long-term strategic financial objectives
- Ensured credibility of company by providing timely and accurate analysis of budgets, financial trends and forecasts
- Managed cash flow and forecasting; maintaining internal control safeguards and coordinate all audit activities
- Developed and updated accounting, finance and management policies and procedures
- Developed a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs
- Responsible for compiling and reviewing accounting books at the end of every month
- Prepared reports for top management summarizing the business financial position in areas of income, expenses, capital usage through monthly MIS
- Deal customers with good business relation & collection payment, Debtor Reconciliation and controlling of dealers networking
- Led team for the implementation of Inventory and Production module in Tally ERP, Pastel Evolution & Accpac ERP
- Computed and filled Company Tax Returns (ITA22) along with relevant annexure of Capital Allowance, Annual Returns for withholding taxes
- Compiled and filed VAT returns, Ensured compliance to company policies & external regulations through a superior set of business controls
- Managing Team and Overseeing Documentation with Pricing for Government Tenders.
- Implemented in-store point of purchase initiatives and updates.

#### **Senior Accounts Executive | Gherzi Eastern Limited, New Delhi, India - September 2004 - June 2006**

- Met with new customers to share product and service information, listen to needs and learn about business operations.
- Employed proactive and collaborative approaches to strengthen relationships and manage customer needs.
- Obtained pricing deals, negotiated contracts, and solidified beneficial agreements.
- Sold new products and services and developed new accounts to maximize revenue potential.
- Maintenance of cash & bank books for local currency and foreign currency accounts

#### **Accounts Executive | Biomerieux (India) Pvt. Ltd, New Delhi - August 2003 - July 2004**

- Delivered engaging sales presentations to new clients, explaining technical information in simplified language to promote features and increase client base.
- Worked with other departments to deliver solutions according to schedule and per customer requirements.
- Briefed senior executives on monthly projections, product launches and other marketing plans.
- Reduced expenses by effectively negotiating contractor prices, terms, and service agreements.

#### Audit Assistant | M/s Gangadhara Mishra & Co ,August 2002 - June 2003

- Worked audit engagements for industries in engineering, manufacturing, non-profit and human resources.
- Performed auditing work in accordance with rigorous auditing standards and principles.
- Reviewed general ledger transactions to identify errors or irregular entries.
- Completed audits in accordance with regulations and procedures.

#### QUALIFICATIONS:

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**2010**    **MBA Finance** from IIBPS (Indian Institute of Business & Professional Studies), New Delhi, India

**2001**    **B.Com** from F.M University, Odisha, India

#### IT SKILLS:

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- Microsoft Office Tools
- ERP Packages: Tally, Saga Pastel, Quick Book, Sage Accpac & ERPNEXT.

#### PERSONAL DETAILS:

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**Date of Birth:** 05-05-1980 | **Languages Known:** English, Hindi, Oriya, Setswana (Basic) and Arabic (Basic) | **Nationality:** Indian |

**Passport Details:** S6340774, **Validity:** 26-03-2029, **Current Location:** Bhubaneswar, Odisha