

PRADEEPTA KUMAR MISHRA

ASSISTANT DIRECTOR (Accounts & Administration) Central Silk Board

Address Bengaluru, KA, 560068

Phone 740-606-6697

E-mail pradeepca.mishra3@gmail.com

LinkedIn www.linkedin.com/in/pradeepta-kumar-mishra-189a9a1

Career Objectives:-

- I am a self-motivated person with entrepreneurial blend of mind, constant learner and collaborative player, willing to grow with a professional organization with a progressive work culture which can provide challenging opportunities of meaningful career growth and professional development. Over the Last four years have been associated with Central Silk Board(A Statutory Body) at a key administrative position leading a team of 15-20 employees.

Skills

Planning & Coordination		Excellent
Financial management and Organization development		Excellent
Stake Holder Management		Excellent
Internal control and financial prudence		Excellent
Transition of Process		Excellent
MS Office, Black Line and ERP		Excellent
Knowledge of legal and Statutory Issues		Excellent
Developing and Defining Organisational Vision, Plans Goals		Excellent
Strategic leadership		Excellent

Work History

2017-05 - Current

Assistant Director (Account & Administration)

Central Silk Board, BENGALURU, Karnataka

- Supervising the grant portfolio (to the tune of 1000 crore INR) right from the stage of preparation of Budget for different schemes, submission of application, release of grants to implementing agencies, supervising, reporting etc.
- Exercising due diligence of each grant proposals and ensure that the proposals are foolproof prior to sanction.
- Advising Senior leadership in organisational development, change management on a wide spectrum of issues ranging from finance & accounts , audit and digital transformation.
- Investigative and thorough diligence of all post sanction issues and ensure the issues are resolved following the due procedure of law.
- Preparation of annual action plan, sop for the programs, actively engaged in conceptualization of central sector schemes.
- Sound knowledge of statutory matters and effectively utilising the skills in drafting and modifying organisational policies including governing laws.
- Handling local, foreign & statutory payments. Responsible for timely filling of GST, TDS returns.
- Finalisation and Consolidation of Annual Accounts of the Board and its subsidiary.
- Stake holder management and liasioning with CAG, Ministry, Banks and Members of the Board.
- Successful transition of business process from abroad to India.
- Well versed with GL Accounting, reconciliations and variance analysis.

2016-09 - 2017-03

Specialist, Sr Financial Analyst

AON, Services Pvt Ltd Bangalore, BENGALURU, Karnataka

- GL accounting and finalization of Balance sheet.

2014-10 - 2016-07

Junior Manager

AIG Analytics & Services [P] Ltd Bangalore, BENGALURU, Karnataka

- Leading Cash and Investment accounting, Variance Analysis, Reconciliations.
- Successful transition of process from Paris to India.
- Stake Holder Management.
- Preparation of Standard Operating procedures.

2013-06 - 2014-09

Audit Assistant

PA & Associates Chartered Accounts, Bhubaneswar, Odisha

2007-09 - 2011-03

Article Assistant

SRB & Associates Chartered Accountants, Bhubaneswar, Odisha

Education

2011-04 - 2014-08	CHARTERED ACCOUNTANT: ACCOUNTING,TAXATION,LAW,AUDIT,COST ACCOUNTING <i>INSTITUTE of CHARTERED ACCOUNTANTS of INDIA - NEWDELHI</i> 50.87%
2009-05 - 2011-02	INTER-CA(IPCC): ACCOUNTING,AUDITING,TAX,LAW,MANAGEMENT <i>Institute of Chartered Accountants of India - NEWDELHI</i> 56.67%
2006-08 - 2009-05	B.Com- Hons: COMMERCE(Accounting & Finance) <i>UTKAL UNIVERSITY - BHUBANESWAR</i> 71%

Languages

Know - English, Hindi, and Oriya

Interests

Bringing about organisational changes, process improvement, supporting Leadership in all operational aspect, managing process transition, due diligence of expenditure proposals and stakeholders management