

SAILESH KUMAR PRAJAPATI

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CAREER PROGRESSION:

Carrer progression - total 14 plus years of experience in accounts, audit & taxation

Organization	Roles	Tenure	Sector of business
Various Clients	Free Lancer	July,2025 onwards	Various Sector
Greenply Gabon SA, Africa (a Subsidiary of Greenply Industries Ltd, India)	Accounts Manager	August'2020 – June'2025	Manufacturing - Plywood
Opendoors Fintech Private Limited (Namaste Credit), Bangalore	Team Lead Accounts Payable &Taxation	Nov'2019 – March'2020	Service Sector – Fintech
Randox Laboratories India Private Limited, Bangalore	Accounts Executive	Nov'2016 – April'2019	Manufacturing & Trading - Pharma
Boston Financial Advisory Services Private Limited, Bangalore	Senior Associate, Operation	Feb'2016 – Nov'2016	Service Sector
Quantum Group, Kolkata	Accounts Manager	June'2014 – Sept'2015	Trading & Service Sector
SVM Cera Tea Ltd., Kolkata	Accounts Executive	June'2012 – May'2014	Manufacturing – Tea & Cera mix
Sanghai & Associates, Kolkata	Article Assistance	April'2009 – April'2012	CA Firm

DETAILS OF LAST ORGANISATION

Organization	GREENPLY GABON SA, AFRICA
Role	ACCOUNTS MANAGER
Functional Area	ACCOUNTS, AUDIT & TAXATION
Current Location	GABON, AFRICA

OBJECTIVE OF THE ROLE

To pursue a dynamic and challenging career with an organization of repute and partnering with the organization to become a catalyst in each other's growth.

ROLE DESCRIPTION

Accounts & Audit	<ul style="list-style-type: none">• Preparing & maintaining statutory books of accounts and reconciling financial statements in compliance with the norms.• Manage accounting activities to ensure compliance with accounting principles & policies.• Maintain accurate accounting records, including journal entries, accounts payable, and accounts receivable.• Performed audits of financial statements in compliance with Ind AS.• Manage all accounting transactions.• Reconciliation of Vendors, Customers, Bank & GLs.• Completion of closure of books of accounts on timely basis.• Maintaining Fixed Assets Register and Passing entry for New Additions & Deletions.• Timely completion of quarterly and annual Audit.• Dealt with E&Y, KPMG, Deloitte etc as auditor.• Filling of all forms to respective authorities• Completion of Audit on time and dealing with various auditors for different purposes.
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Reporting/ MIS	<ul style="list-style-type: none"> • Finalizing & preparing Financial Report Monthly/Quarterly/Annual basis in compliance with Indian Accounting Standard and Gabon Rule. • Preparation, Drafting & Finalization of Profit & Loss Accounts, Balance Sheet and Cash Flow Statement with Notes to Accounts in compliance with Indian GAAP Standards • Presenting a true and fair view of the financial position of the company by timely preparing quarterly & annual reports. • Preparation & analyzing the expenditure report on monthly basis to control expenses. • Preparation of MIS Report on daily & monthly basis. • Maintaining, consolidating and finalizing monthly and annual accounts/ reports
Taxation & RoC	<ul style="list-style-type: none"> • Preparation, calculation and filing of Employee, Profession & Corporate Tax & Returns of companies in compliance with Gabon Norms. • Preparation, calculation, payment and filing of GST, TDS, Income Tax, Sales Tax, VAT, Service Tax & Excise Returns of companies in compliance with Statutory Tax Acts. • Dealing with Tax Authorities for different purpose. • Customs duty payment, Refund of 4% Additional Duty paid. • Managing statutory compliances of RoC & filing of Annual Return. • Conducting Board Meetings, preparing Notices, Minutes
Financial Operations & Internal Control	<ul style="list-style-type: none"> • Assisting in implementation of systems, procedures & manuals for preparation & maintenance of financial statements, bank reconciliation statements, party reconciliation and consolidated reports in compliance with time & accuracy norms. • Overseeing financial statements including trial balance, profit & loss a/c, age-wise accounts payables & receivables statements and balance sheets. • Assisting management in implement SOP and internal control.

DETAILED SCOPE OF WORKS:

July 2025 – Till Date

Working as **FREE LANCER** for Various Clients.

- Finalizing & Preparing of Monthly & Annual Financial Statement of 2 (two) Gabon Based Company, i.e. Africa Private Holding & Africa View 1 (One) Dubai Based Company, i.e. Elemental LLC. 1 (One) Vietnam Based Company, i.e. Green Wood Panel.
- Overseeing financial statements including trial balance, profit & loss a/c, balance sheet, cash flow statement, age-wise accounts payables & receivables statements and balance sheets.
- Analysing the expenditure on monthly basis to control expenses.
- Passing all closure entry on monthly basis.
- Ledgers and Bank Reconciliation on monthly basis.
- Performed audits of financial statements.
- Preparing & passing monthly closing entry in Tally on monthly basis.
- Preparation, calculation, payment and filling of GST, TDS & Income Tax Returns and all related formalities for Indian Clients.

August 2020 – June 2025

Manager - Accounts & Finance in **GREENPLY GABON SA**, Africa, Manufacturing Company (Subsidiary Company of Greenply Industries Ltd).

- Finalizing & Preparing of Monthly, Quarterly & Annual Financial Statement in compliance with Indian GAAP and Gabon Rule.
- Overseeing financial statements including trial balance, profit & loss a/c, balance sheet, cash flow statement, age-wise accounts payables & receivables statements and balance sheets.
- Performed audits of financial statements in compliance with Ind AS.
- Preparing & passing monthly closing entry in SAP on monthly basis.
- Maintaining Fixed Assets Register and passing entry for New Addition and Deletion of Fixed Assets in SAP.
- Preparation and submission of export & customs documents to bank for Inward Remittance.
- Ensuring timely payment of bank EMI.
- Preparation of MIS Report daily & Monthly Basis.
- Checking & finalizing wage & salary sheet of local workers & staffs as per Gabon Norms.
- Analyzing the expenditure on monthly basis to control expenses.
- Managing statutory compliances including preparation, filing & payment of all taxes.
- Passing all entry related to Tax in SAP.
- Responsible for end-to-end accounting of Accounts Payable & Accounts Receivable.
- Ledgers and Bank Reconciliation on monthly basis.
- Maintaining and passing entry for all prepaid expenses.

November 2019 – March 2020

Team Lead Accounts Payable – Finance & Taxation - **OPENDOORS FINTECH PRIVATE LIMITED (NAMASTE CREDIT)**, Bangalore.

- Responsible for end-to-end accounting of Accounts Payable & Taxation.
- Processing vendor invoices and maintaining up-to-date system.
- Coordinate approval process of all vendor invoices.
- Verify the accuracy of vendor invoices and confirm that the correct general ledger account.
- Respond to vendors regarding all aspects of the accounts payable process, including processing invoices for payment, deduction & recording tax.
- Generate payment to vendors on a routine schedule.
- Develop and maintain a filing system for financial information, records and documents to ensure easily available information.
- Monitor account balances, track expenses, prepare analyses of accounts and related financial activity to produce monthly financial reports.
- Prepare month end closing entries for detailed reporting.
- Develop monthly tracking report to keep management informed of due and past due.
- Preparation, calculation, payment and filing of GST Returns and other GST formality.
- Preparation, calculation, payment and filling of TDS Returns and TDS formalities.
- Assisting Auditors for statutory audit.

November 2016 – April 2019

Accounts Executive – Taxation - **RANDOX LABORATORIES INDIA PRIVATE LIMITED**, Bangalore

- Responsible for end-to-end accounting of Taxation.
- Preparation, calculation, payment and filing of GST Returns and other GST formality.
- Preparation, calculation, payment and filling of TDS Returns and TDS formalities.
- Preparation, calculation, payment and filling of Service Tax Returns and formalities.

- Preparation, calculation, payment and filling of Sales Tax & VAT Returns and formalities.
- Assisting Management for Implementation of GST to the Organization.
- Conducting sales tax assessment.
- Assisting Tax Consultant for income tax assessment.
- E-payment of customs duty and other customs formality.
- Assisting auditor for Statutory Audit, Tax Audit & Transfer Pricing Audit.
- Refund of 4% Additional Duty paid.
- Maintaining Fixed Assets Register monthly & yearly basis.

February 2016 – November 2016

Senior Associate, Operation - **BOSTON FINANCIAL ADVISORY SERVICES PRIVATE LIMITED**, Bangalore

- Responsible for maintaining client (IFIM – Management Institute) books of Account.
- Maintaining, recording Revenue received or receivable from students for Client.
- Maintaining total collections, total outstanding on daily basis.
- Issue Receipts for all collection.
- Making day to day entry for all collection in account.
- Sending mails for collection of outstanding balance to respective department.
- Handling Petty cash, Bank.
- Passing day to day entry for all petty cash payments.
- Preparation of BRS on monthly basis.
- Assist Auditor for statutory audit

June 2014 – September 2015

Accounts Manager - **QUANTUM GROUP**, Kolkata

- Responsible for Finalizing & Preparing of Annual Financial Statement.
- Overseeing financial statements including trial balance, profit & loss a/c, age-wise accounts payables & receivables statements and balance sheets.
- Preparation of MIS Report daily & Monthly Basis.
- Preparation, calculation, payment and filling of TDS Returns and TDS formalities.
- Preparation, calculation, payment and filling of Service Tax Returns and formalities.
- Preparation, calculation, payment and filling of Sales Tax & VAT Returns and formalities.
- Analyzing the expenditure on monthly basis to control expenses.
- Managing statutory compliances including preparation, filing & payment of all taxes.
- Passing all entry related to Tax.
- Passing all closure entry on monthly basis.
- Ledgers and Bank Reconciliation on monthly basis.
- Conducting sales tax assessment.
- Assisting Tax Consultant for income tax assessment.
- Assisting auditor for Statutory Audit & Tax Audit.

June 2012 – May 2014

Accounts Executive - **SVM CERA TEA LTD.**, Kolkata

- Responsible for Maintaining day to day entry related to cash, bank, vendor invoice.
- Preparation, calculation, payment and filling of TDS Returns and TDS formalities.
- Preparation, calculation, payment and filling of Service Tax Returns and formalities.
- Preparation, calculation, payment and filling of Sales Tax & VAT Returns and formalities.
- Managing statutory compliances including preparation, filing & payment of all taxes.
- Passing all entry related to Tax.

- Passing all closure entry on monthly basis.
- Ledgers and Bank Reconciliation on monthly basis.
- Assisting auditor for Statutory Audit, Tax Audit & Internal Audit.

April 2009 – April 2012

Article Assistance - **SANGHAI & ASSOCIATES**, Kolkata

- Exposure to multiple audit facets including Statutory Audit, Tax Audit, Internal Audit, Stock Audit, Concurrent Audit, Revenue Audit.
- Finalization of accounts and preparation of financial statements.
- Preparation of Audit Report as per Companies Act and Income Tax Act.
- Preparation of Audit Report as per NBFC Act.
- Preparation, calculation, payment and filling of TDS Returns and TDS formalities.
- Preparation, calculation, payment and filling of Service Tax Returns and formalities.
- Doing assessment for clients before Income Tax Authorities.
- Filing Tax Audit Report, Income Tax & RoC Returns for various client.

EDUCATION

EDUCATIONAL QUALIFICATION

B.Com. from Sambalpur University, Orissa

PROFESSIONAL QUALIFICATION

CA Inter
CS Inter

IT SKILLS

- Package : SAP, Quick Book, Tally - ERP, MS Office, Genius (e-Filing of I.T & TDS Returns).
- Successfully completed 100 hrs. Information Technology training from Institute of Chartered Accountants of India. Also successfully completed computer training of Company Secretaries of India from APTECH.

PERSONAL DETAILS

Date of Birth : 15th June, 1983.
 Father's Name : Late Shankar Ram Prajapati.
 Address : AT/ PO – Sagara, Dist – Sambalpur, Pin – 768224(Odisha).
 Languages Known : Odia, English, Hindi and Bengali.

DECLARATION

The above-mentioned details furnished by me are true to the best of my knowledge and belief.

Date:
Place: - Sambalpur

Signature