# **RESUME**

Sukanta Parida s/o-Bikartan Parida at/po-Padhuan Dist. - Bhadrak Pin-756042 Mail Id: - sukantaparida22@yahoo.com Mob No: --09337848383/9438243650

# **CAREER OBJECTIVES:-**

To pursue a challenging career, this utilizes my knowledge and skills in my field to maximum extent in an organization

## **EDUCATIONAL QUALIFICATION:-**

+2 COM From Upendra Nath University 2001

+3 COM PASS

#### **TECHNICAL QUALIFICATION**

Tally 9 ERP Accounting Package. MS Office, Internet, Email Typewriting Higher

#### **WORKING EXPERIENCE:-**

SN	Name of the Company	Nature of Company	Desig	Period
1	Bright fixture Daman.	Tube lighting mfg.	All rounder	2001 Dec to 2004 May
2	Ravira polyplast Ind.daman	Plastics liner		2004 June to 2008 Aug
3	Pooja Industries, Daman	Sanitary fitting	Sr.Asst Acct	2008 Sept to Feb 2010 current
4	Samsung India Pvt ltd	HA/AV	Sales Manager	Feb 2010 to 2017
5	Suneeta Home Appliances (Bhadrak)	HA/AV AND FURNITURE	Deployer / Accounts Executive	Jan-2019 Till now
6	M/s Brijesh Agarwal, Hanspal	Construction work	Project site Accountant	Jan 2018 to Dec-2019

## NATURE OF DUTIES PERFORMED:-

- \* Proper Recovery, Remittance and Reconciliation of TDS as per Rules.
- \* Verification of Suppliers Bills as per PO's.
- \* Booking Prepaid and OSL'S on Quarterly Basis.
- \* Assisting External Audit Team for Finalizing Books of Accounts.
- \* Reconciliation of Inter Unit and HO.

- \* Bank Reconciliation's
- \* Reconciliation of Major Materials (Cement, Steel, Oils) on Quarterly Basis.
- \* Verification of Job workers Bills as per WO.
- \* Reconciliation of Job workers and Suppliers Advances.
- \* Checking of Duplication of Cost Centers.
- \* Preparation of FRN's on Monthly Basis.
- \* Assisting Internal Audit team for Smooth Audit.
- \* Tally Scrutiny.
- \* Preparation of Schedules for External Audit.
- \* Verification of Service taxes.
- \* Preparation of Daily Financial Reports.
- \* Preparation Of Salary Statements as per CTC.
- \* Maintaining Cash Counter Operations.
- \* Preparation of Vouchers (Manually & Computerised).
- \* Preparation of Profitability statements.
- \* Booking of Expenditure in Proper Head of Account.
- \* Proper Calculation of Commissions and Salaries as per Scores.
- \* Reconciliation of Stores with Accounts
- \* Maintaining Filling Systems.
- \* Remittance of Statutory Payments Like (ESI, PF, PT).
- \* Counter Sale & Customer Satisfaction

#### PERSONAL PROFILE:-

Name: - Sukanta Parida Permanent Address: - At /po- Padhuan

Via- Anntapur Dist-Bhadrak Pin-756042

Date of Birth: - 01st June 1983 Father's Name: - Bikartan Parida

Marital Status: - Married
Nationality: - Indian
Religion: - Hindu

Languages Known: - Gujrati, Oriya, English, Hindi Mobile No: - 91-9337848383/9438243650

Present CTC - 22000

Expected Desig - Accounts officer Expected CTC - Negotiable

#### **DECLARATION:-**

I Hereby Declare that the information furnished above is True to the best of my Knowledge.

Place: Bhadrak Date: 07/07/2021

(Sukanta parida)