

CURRICULUM VITAE

Priyambada Priyadarshini Sahoo

Present Address: Acharya Vihar, BBSR

Mob: - 7789890722

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OBJECTIVES:

To secure a firm foothold in the field of Finance by seeking career opportunities in the industry and to excel as successful professional in an esteemed organization by becoming a part of the team that dynamically works towards the growth of the organization.

EXPERIENCE:

Organisation (3): Canopus Engineering Service

Designation: Accountant

Duration: Nov 2017 to (continue)

Key Responsibility Areas (KRAs)

- Handled Daily Cash & Bank payments & receipt Vouchers and Recorded in Tally.
- Preparation of Purchase & sales Invoice
- Preparation of conveyance sheet for employees
- Preparation of Bank Reconciliation Statement
- Prepared Debtor and Creditor analysis in periodically basis.
- Submission of daily, monthly and quarterly Journal Entries with GST application
- Monthly GST Filling.
- Preparation of Balance Sheet & Profit & loss Account
- Filling of PF & Esic.

Organisation (2): Sky Automobiles

Designation: Accountant

Duration: Nov 2016 to Nov 17

Key Responsibility Areas (KRAs)

- Handled Daily Cash payments & receipt Vouchers and Recorded in Tally.
- Recording of MGA sale for showroom
- Recording of spare parts sale at workshop

- Preparation of conveyance sheet for employees
- Preparation of Bank Reconciliation Statement
- Prepared Debtor and Creditor analysis in periodically basis.
- Sale & Purchase Entry of old car.
- Submission of daily, monthly and quarterly Journal Entries with GST application.

Organisation (1): Sumriddhi Business Solutions Pvt Ltd

Designation: Junior Accountant

Duration: July 2015 to Oct 2016

Key Responsibility Areas (KRAs)

- Purchase & sales Entry
- Vat Return Filling
- Involved in the maintenance of inventory register, which involved Inventory valuation report
- Preparation of Bank Reconciliation
- Preparation of Salary Sheets
- Purchase Entry & sales Entry .

QUALIFICATION:

Mcom(Finance & Control). in BJB Auto. College, Bhubaneswar, Odisha. On **2017** of **60%**

B.Com (Honors) from **Bhadrak College(Auto),Bhadrak** under **Fakir Mohan**

University on **2010** of **61%**

+2(Arts) from **Bhadrak Womens' College, Bhadrak** under **CHSE,ODISHA** on **2007** of **45%**

10th from **GOVT. Girls' High School, Bhadrak** under **BSE, ODISHA** on **2005** of **47.6%**

PROJECT:

Project under taken at MFC Level and the topic was "Impact of Indirect Taxation on Industries"

SKILLS & ABILITIES

Tally ERP.9.

Microsoft Word, Microsoft Excel.

Technical, logical and innovative orientation.

Good communication and presentation skills.

Good Leadership skill & adaptability to work in any environment.

Flexibility and Adaptability to work in any environment.

Patience

PERSONAL PROFILE :

Date of Birth: 3rd October 1989
Father's Name: Pramod ku Sahoo
Nationality: Indian.
Religion: Hindu
Sex: Female
Language Proficiency: English, Hindi & Odia.
Marital Status: Un-Married
Hobbies: Reading Newspaper

PERMANENT ADDRESS :

Priyambada Priyadarshini Sahoo
C/O- Pramod ku Sahoo
At – Aradi Chhak(Canal Road)
Po- Gelpur
Ps- Bhadrak
Dist – Bhadrak
Pin-756181
Odisha
Mob: - 7789890722
E-Mail ID:- priyambdamony@gmail.com

Declaration:

I hereby declare that all the above statements are true & correct to the best of my knowledge and belief. In case the above mention information is found to be incorrect, I will accept any Penalty imposed on me by officials.

Place: Bhubaneswar

Date:

Priyambada Priyadarshini Sahoo