**RABINARAYAN MISHRA**

702/B, Forest Park, Bhubaneswar 751009

Mob: 7894696486 | E-Mail: mishrarabinarayan1993@gmail.com

**CAREER OBJECTIVE**

I seek a challenging career, where I would get an opportunity to work with enthusiasm, energy and dedication and prove to be an asset for the organization. I would align my endeavor along with the organizational objectives and deliver my best.

**EDUCATION QUALIFICATION**

* B. Com from Sadhu Goureswar Collage, Kanikapada(Utkal University) in 2013
* +2 Commerce from Sadhu Goureswar Collage, Kanikapada(CHSE Board, Odisha)in 2010
* 10th from Mahatab High School, Mangalpur (Board of Secondary Education, Odisha) in 2008

**WORK EXPERIENCE**

Working with Gram Vikas as an Accountant since 2014 to till date

**WORK ASSIGNMENTS**

* To maintain Cash book and Cash denomination on daily basis
* Recording of journal entries and maintenance of journal registers
* To maintain bank records daily and do reconciliation monthly
* To maintain stock register on daily basis
* Lead accountant of PF & Gratuity Trust of the Organization which involved the following duties:
	+ Preparation of Staff salary monthly
	+ Maintain staff records and updated on monthly basis
	+ Preparation of Provident Fund deposited monthly basis
	+ Enrollment of employees on PMRPY on monthly basis
	+ Preparation of financial statements of Gratuity Trust
	+ Accompaniment during audit trails of the organization annual audit of Gratuity Fund Trust
* To Support Chief Accountant in preparation of Annual Budget, Financial reporting, Fund request
* To check individual project level vouchers and pass entries on monthly basis at HO level
* To reconcile Project accounts with HO accounts
* Preparation of monthly expenditure report and variance analysis
* Preparation of Balance Sheet of Trust.

 **HOBBIES& KEY STRENGTHS**

Playing Cricket, Listening Music

Computer Knowledge : Tally ERP9

Languages : Oriya, Hindi and English

Strength : Hard Working, Quick learner, Confident

**PERSONAL INFORMATION**

Name : Rabinarayan Mishra

Father’s Name :Nabakishore Mishra.

Date of Birth : 11.02.1993

Sex & Marital Status : Male, Married

Religion : Hindu

Nationality : Indian

Permanent Address : Rabinarayan Mishra

S\O: Nabakishore Mishra.

Sathibati, Mangalpur, Jajpur

Odisha – 755011

**REFERENCE**

(Please let me know)

**DECLARTION**

I do hereby declarethat the facts stated above are true and correct to the best of my knowledge and belief.

Date: Rabi Narayan Mishra

Place: Bhubaneswar SIGNATURE