

# AJIT KUMAR SAHOO

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**Objective:** Seeking a position, which would have my analytical and decision-making skills in a company that would provide a fast growth rate with first grade training, coupled with professional work environment?

## **Personal Skills:**

- Good verbal and written communication skills
- Ability to work hard
- Ability to build motivation
- Creative & self-confident
- Positive approach thinking

## **Educational Qualification:**

- Bachelor of Commerce in Bhadrak Autonyms College from Odisha in the year 2009.
- Completed ICWAI Inter in the year 2010 from Kolkata,

## **SOFT SKILLS:**

- Successfully completed compulsory computer training offered by ICWAI.
- Working Knowledge on Tally accounting software, ERP (Microsoft Dynamic NAV).
- Good working Knowledge on MS Office XP (VLOOKUP, Pivot table etc.).

## **WORK EXPERIENCE:**

### **1. S.K. AGRAWAL & CO.**

**Experience: Audit Assistant from April'13 TO July'15.**

- Accounts & finance audit Srijan Realty, Primarc, and NGV Association.
- Preparation of final audit report and submit the client.
- Internal Audit of WBDCL, (Checking Salary sheet, Trial Balance, Attendance, Meter Reading, Customer card etc.)
- Concurrent audit from UBI, ING Vysya Bank.

### **2. PRISM INFRACON LTD.**

**Experience: Jr. Accounts Executive from Aug'15 TO Feb'16.**

- Bill booking, payment, receipt and Jv entry in Tally Erp 9.
- Preparation of Tds statement and payment.
- Preparation of BRS, Cash Flow.

### **3. ROYAL INFRACONSTRU LTD.**

**Experience: Accounts Executive from March'16 to April'17.**

- Control all the projects allocated in terms of Accounts.
- Supervise functions of all Site Accountants to enable them to complete all accounting records with accuracy and as per the accounting policy within the specified time.

- Ensuring preparation of monthly profitability statement within due date to put up to the Management.
- Ensure that payments/ processing of all PC & Supplier Bills are being done timely & accurate.
- Responsible for submitting monthly purchase statement, expenditure details, labour details, utilization report on construction machinery/ equipments (owned/hired), hire charges etc.
- Preparation of MIS, Stock Report, TDs, Service Tax, Site Salary.
- Scrutinizing the payment memos and further process for payments (Twice in a week).
- Preparation & submission of PVC Bills & further follow ups.
- Preparation of Work Order, Purchase Oder.

#### **4. RSP United Infra Construction Pvt. Ltd.**

##### **Experience: Accounts Executive from Jun'17 to till date**

- Control all the projects allocated in terms of Accounts.
- Supervise functions of all Site Accountants to enable them to complete all accounting records with accuracy and as per the accounting policy within the specified time.
- Ensuring preparation of monthly profitability statement within due date to put up to the Management.
- Ensure that payments/ processing of all PC & Supplier Bills are being done timely & accurate.
- Responsible for submitting monthly purchase statement, expenditure details, labour details, utilization report on construction machinery/ equipments (owned/hired), hire charges etc.
- Preparation of MIS, Stock Report, TDs, Site Salary.
- Scrutinizing the payment memos and further process for payments (Twice in a week).
- Preparation & submission of PVC Bills & further follow ups.
- Preparation of Work Order, Purchase Oder
- Payment Pf, ESI & salary.
- Payment & Filed of GST.
- Handle Internal Audit & GST Audit

#### **Personal Details:**

Father's Name : Santosh Kumar Sahoo  
 Mother's Name : Basanti Lata Sahoo  
 Date of birth : 27<sup>th</sup> April 1988  
 Sex : Male  
 Marital Status : Single  
 Nationality : Indian  
 Hobbies : Listening Music, Playing Cricket.

#### **DECLARATION :**

The above mentioned information is true and correct to the best of my knowledge and belief. If I am selected and given a chance to serve in your esteemed organization I shall prove my best and ability to the entire satisfaction of my superiors.

Place:

yours faithfully

Date:

**(AJIT KUMAR SAHOO)**