

CURRICULUM VITAE



Personal Details:

- Name : SubhasishPattanayek
- Fathers' Name : MukundaPattanayek
- Date of Birth : 09thApril 1993
- Permanent Address : Vill+P.O - Khanjanchak
Durgachak, Haldia
Pin-721602
PurbaMedinipure
West Bengal
- Present Address : Do
- Mob No. : 7384050623/8250443650
- Marital Status : Unmarried
- Religion : Hindu
- Nationality : Indian
- Linguistic capacity : English, Bengali&Hindi

Qualification

Name Of Exam	Passing Year	University / Board	Division/Class
Secondary	2008	West Bengal	1 st Division
Higher Secondary	2010	West Bengal	1 st Division
B.Com(Hons) Accountancy	2013	CalcuttaUniversity	2 nd Class

Computer knowledge: MS Office& MS Excel and Tally 7.2, 9.0. SAP WORK,

Work Experience

1. **Inspectorate of Grifith India Pvt Ltd** : Worked as an Assistant Operator May 2013 to October 2013
2. **Relince lifePvt Ltd.:** Worked as an Executive from February 2014 to April 2014.
3. **S.B.AssociatesPvtLtd** :As an Operator from May 2015 to July 2016
Responsibilities are Cash Voucher Preparations, Bank Entries, Bank Reconciliation, Asset Register Maintenance, VAT Calculations, VAT form filling, TDS Return, etc.

4. **HI-Tech Engineering : As an Accountant and bill department and also site controller** from September 2016 to March 2017. Also work done other Responsibilities are Cash Voucher Preparations, Bank Entries, Bank Reconciliation, Asset Register Maintenance, all type of marketing under this company.
5. **NEBULA COMMERCIAL LINK :As an SITE INCHARGE AND ACCOUNTS MANAGER** from April 2017 to May 2017.
6. **BHEL (BHARAT HEAVY ELECTRIC LIMITED) : As an (support staff) assistant accountant from June 2017 to till now. Also Work done yearly GST Report, customer billing, vendor bill procecing, Monthly TDS Submitted, Monthly Gst Submitted, Monthly GSTTDS report, BHEL PERSONAL SAP SYSTEM WORK, YEARLY ACCOUNTS CLOSING, BRS, RETURN SUBMITTED, VENDOR FINAL BILL PROCECING, ALL ACCOUNTS RELETED DOCUMENT MAINTAIN e.t.c**

Work Known Regarding Accounting & Taxation:

- i) **Accounting : Total Accounts Finalization through Tally 7.2 & 9.0;**
 - ii) **BHEL PERSONAL SAP**
7. **Ready to work any part of India.**

Expected BASIC for Full time : 18,000.00 to 30,000.00

Expected BASIC for Part time : 10,000.00 to 25,000.00

Objective Of My Life: To provide quality service to the company.

Hobbies: My main hobby is making friends and become more sociable. Apart from this I am lover of Music Specially Bollywood Songs and also love to enjoy Hollywood Movie.

Date-25-09-2019

Place-

(SUBHASISH PATTANAYEK)