

RESUME

SUJEET KUMAR MAIKAP

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Career Objective

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Academy Details:

Exam Passed	Board/University	Year of Passing	Percentage
HSC	BSE Orissa	2011	58.33%
+2(Com.)	FM Junior Collage Balasore	2013	51.33%
B.Com	MPC (AUTO) Collage Baripada, Orissa	2016	56.83%

Core strengths:

- Strong sense of involvement and commitment to organization.
- Good relationship management, analytical and communication skills.
- Protective/Willingness to experiment and accept additional responsibilities and commitment to work.

I-Career Summary:

A K Dey &CO Chartered Accountant Firm

Bengaluru

Audit Assistant

June 2016 To July 2017

Job Profile

- Around 1.0 Year Experience in day today's record the accounting transactions i.e. BRS, Passing Journal, Sales, Purchase, Contra, Bank/ Cash Receipt, Cash / Bank Payment Voucher, Accounts Payable and Receivables.
- Follow up collection, reconciliation books of accounts i.e. Debtor and Creditor monthly reconciliation activities and maintaining Inventory and Stock Audit.
- Maintaining monthly bill payments (EB, Phone, Water, Stationary, others)
- Day today's banking transaction independently handle bank related work and client requirements and Concurrent Audit.

- Handling monthly journal entries accounts and various ledgers, Handling Employee Leave records, Time sheets.
- Preparing daily and monthly expenses report and Entries of Cash Book, and Purchase Bills.

Achievements

- Closing the customer requirement with in TAT.
- 100% accuracy in activations and system handling.

II-Career Summary:

DTDC EXPRESS LIMITED

Bengaluru

Billing Executive

July 2017 To December 2019

Job Profile

- Around 2.5-year experience in day today's Enter PAN India for code creation (B2B,3PL&FTL).
- Monthly billing of LTL B2B and GEC fortnightly and Daily Paid and To pay Billing.
- Rate mapped for all the new and old code in TMS.
- New code creates in GST info.
- Credit note process.
- Customer contract copy checking.
- New code creates with rate mapping as per agreement.
- Customer quarry handling.
- Docket rate update daily basis.

III-Career Summary:

SRI BALAJI LOGISTICS INDIA PRIVATE LIMITED

Bengaluru

Account Executive

March 2020 to Continue

Job Profile

- Around 6 month Experience in day today's record the accounting transactions i.e. BRS, Passing Journal, Sales, Purchase, Contra, Bank/ Cash Receipt, Cash / Bank Payment Voucher, Accounts Payable and Receivables.
- Follow up collection, reconciliation books of accounts.
- Handling monthly journal entries accounts and various ledgers, Handling Employee Leave records, Time sheets.
- Preparing daily and monthly expenses report and Entries of Cash Book, and Purchase Bills.

- Update AWB daily wise and rate calculation of all customers.
- Customer rate checking and updating.
- Rate checking in AWB with invoice.
- Monthly billing of all customers 1st fortnightly and 2nd fortnightly To pay Billing.
- Rate mapped for all the new customers in Gavin.
- New customer creates in Gainv.
- Customer quarry handling.
- AWB rate update daily basis.

Additional Skills:

- Operating system: WINDOWS 7/8/10
- MS-Office, (Word, Excel, Power-Point)
- Internet (Browsing, searching and communication through E-mail.)
- Acquired Certificate in Computing of Post Graduate Diploma in Computer Application
- Tally ERP. 9 from Radiant Computer Institute, Balasore (Orissa)
- Accounts reconciliation and Handling client's requirement.

Strength:

- Communication Skills
- Hard Working
- Quick learner
- Responsible
- Decision making skills
- Creativity

Personal Details:

- Father's Name : Gajendra Maikap
- Date of birth : 10th May 1996
- Nationality : Indian
- Religion : Hindu
- Language known : English, Hindi, Bengali & Odiya.
- Hobbies : Reading news paper ,Playing Cricket, Watching TV

Declaration:

I hereby declare that all the information furnished above are true and correct to my knowledge & belief.

Place: Bangalore

Date:

(Signature)