|  |  |
| --- | --- |
| **Mobile :9870406342****Email : manojpanigrahi1991@gmail.com** | Manoj P Panigrahi306, shankar complex goan devi road, chakki naka ,kalyan eastPin -421306 |

**6**

**Career Objective:**

\*Seeking a position in a company where acquired experience and knowledge can be utilized properly.

\* Looking for a position in a company where there is enough scope to contribute in the development.

\* Seeking a job that can provide ample scope to face new challenges.

\* Seeking for a job in Accounts industry that can offer a steady growth and new responsibilities.

**Qualification :**

\* S.S.C from Maharashtra Board in the year March 2008

\* H.S.C. from Mumbai University in the year March 2010

\* T.Y.B.Com with Distinction class from Mumbai University in the year March 2013.

.

**Computer Literacy :**

\*MS excel, MS word

\* Efficient in internet.

\* Tally

**Personal data :**

\*Sex: Male

\* DOB: 29th Apr 1991

\* Marital Status: married

\* Hobby: Traveling & Tracking

**Experience :**

**Name of Firm :** Sunil V Dedhia& Co.)

**Experience :** 4 Years

Naeme Of Company : Skipping Stones Entertainment Pvt Ltd

**Experience : 2** Years (Currently Working)

**Designation :**  Accounts Officer

**Personal Qualities:**

\* Ability to work independently both with minimal supervision as well as in a team

\* Flexible and adaptive

\* Quick decision making

**Job Responsibilities:-**

\* Accounting in tally (GST)

\* GST return filing & other compliance

\* Tds report preparation & payments

\* PT calculation and payment , return filing

\* Complete payments and control expenses

 Receiving payments from debtors

\*Preparation of fund flow and cash flow according to budget

\*Making day to day all accounting entries

\*Handling Petty cash

\*Preparation of balance sheet and profit &loss account and co-ordination with auditor.

\*Handling ledger accounts and keeping the check for any invoices or payments

\*Ledger scrutiny**.**

**\***Bank reconciliation

**\*** Preparing mis report with manager

I hereby declare that the information furnished above is true to the best of my knowledge.

 Place: Kalyan

Date: MANOJ PANIGRAHI