

# MONALI DEEPA SAHOO

Monali Deepa Sahoo  
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## I. PROFILE SUMMARY:

To assess myself in a growth-oriented organization, which offers diverse job responsibilities to my ability. In this platform, I can use my skill and knowledge to boost the productivity of the organization.

## II. PROFESSIONAL EXPERIENCE:

1. April 2022- May 2023 : Accounts Associates, Siaraa Technologies
2. Dec 2020 – Dec 2021 : Accountant, Badagottha GPLF, Nuagaon Block
3. Feb 2019 - June 2019 : Accounts Associate, Arundhati Jewelers Private Limited
4. Nov 2018 – Feb 2019 : Accounts Assistant, Chinmay Nanda & Associates
5. Nov 2015 - Nov 2018 : Article Assistants, Chinmay Nanda & Associates

## III. PROJECTs INVOLVED:

1. *Income tax return filing*: I have been involved in income tax return filing for individuals, partnership firms, educational institutions, trustee boards, and companies, etc. The scope of work was to scrutinize the bank statements for investment proofs under various sections like 80C, 80D, 80 CCC, and 80 E. Profit loss and balance-sheet tallying for partnership firms and companies.
2. *GST filing*: Review of GST Bill, record the GST bills for sale and purchase, Preparation of GSTR-1, 2A and 3B and submitting the documents online in the GST portal.
3. *Statutory auditing*: In this financial audit, I have been involved and assisted in review of profit & loss and the balance sheet of various companies. In the process, company's financial books, records, and information were also examined. I have also assisted in preparation of auditor's report and Director's report as per ICAI guidelines.
4. *Internal Audit*: I was involved and assisted in conducting internal auditing for various organizations in order to check the health of a company's finances and analyze an organization's operational efficiency.
5. *Bank reconciliation*: In the process of bank reconciliation of various companies, I assisted in cross checking of bank balance available in company's bank statements and organization's own accounting records.
6. *Annual filing of companies*: Assisted in Preparation of AOC-4 and MGT-7 forms for about 25-30 companies.
7. *Tally works* : Assisted in all types of tally entries in Tally ERP 9 .
8. Worked as an accountant in a under Govt. project named as Odisha Livelihood Mission (OLM).
9. Worked under a US company as an accounts assistant, collecting timesheets and interacting with clients, record the data for accounts, summary sheets, invoicing etc.

## IV. EDUCATIONAL QUALIFICATIONS:

1. 2015-2018: Completed the articleship under a Chartered Accountant firm as an Article Assistant, completed the ITT and orientation Programme under ICAI, Bhubaneswar and currently continuing with CA(inter).

2. **2012-2015:** Graduated with 65% & 1st class with distinction in the degree of bachelor of commerce from P.N. (Autonomous) College Khordha, Utkal University.
3. **2010-2012:** Graduated with 65% & 1st class in the intermediate of commerce from P.N. Junior College Khordha, under CHSE board.
4. **2000-2010:** Graduated with 66% & 1st class in matriculation from Dasappa Girls High School, Nayagarh, Odisha, under HSE board

#### **V. ADDITIONAL QUALIFICATION**

1. **2012 – 2013-** Post Graduate Diploma in Computer Application. Worked on Windows platform with experience in MS Office.

#### **VI. PROFESSIONAL AFFILIATION**

1. Continuing Chartered Accountant Course.

#### **VII. SKILLS SETS:**

1. Experience in Tally ERP 9
2. Microsoft Word, Microsoft Excel and Microsoft PowerPoint

#### **VIII. STUDENT CO-CURRICULAR ACTIVITIES**

1. **2011-2015:** Awarded Best athlete in P.N. (Autonomous) College Khordha, for participating in discus throw, javelin throw and shotput throw.
2. Awarded 1<sup>st</sup> prize in drawing & singing competition at school and college level.

#### **IX. CORE INTEREST**

1. Drawing/sketching
2. Singing/music
3. Sports