

ABHILASH MISHRAEmail: abhilashmishra301992@gmail.com

Mobile: +91-9678871010

EDUCATION (B.Com)

DEGREE/STANDARD	UNIVERSITY	YEAR	PERCENTAGE
B.Com	Dibrugarh University	2015	48%
Higher Secondary	A.H.S.E.C.	2011	41%
Class X	S.E.B.A.(Assam Board)	2009	35%

EXPERIENCE

Working as a Site Supervisor/ Accountant with Dr. Damani Nursing Home, Dibrugarh (Assam),
Period: Oct 2022 till Sep 2023

- Developed and implemented safety protocols and procedures to ensure the safety of workers and the public in the hospital.
- Supervised the renovation and maintenance of the Hospital rooms.
- Organized and managed a team of workers to complete a complex project within budget.
- Collaborated with engineers to ensure accuracy of technical documents and compliance with building codes and regulations.
- Conducted thorough site visits and inspections to ensure compliance with safety regulations and quality standards.
- Analyzed data to identify potential risks and develop preventive measure.
- Prepared monthly Payroll file to process the salary.

Worked as a Project Manager and Senior accountant with B.S. Associates, Dibrugarh, (Assam)
Period: Aug'11 till Sep 2022

- Managed the scheduling and distribution of materials to ensure timely delivery and compliance with deadlines.
- Developed a project timeline and supervised the work of subcontractors to ensure timely completion of the project.
- Worked closely with engineers to verify the precision of technical documents and ensure alignment with building codes and regulations.
- Prepared monthly, quarterly, and annual financial statements.
- Processed financial transactions and maintained accurate records, resulting in the successful completion of the company's annual audit.
- Reconciled bank accounts and resolved discrepancies with internal and external stakeholders.
- Completed the construction of Building Big-Bazar and FCA Godown under own Supervision.
- Prepared monthly Payroll file to process the salary.
- Assisted auditors and chartered accountants in filing GST returns.

IT PROFICIENCY

- Proficient in Microsoft Office Tools (Word, Excel and PowerPoint)
- Proficient in Tally Accounting Software

EXTRA CURRICULAR ACTIVITIES/ INTEREST

- Interested in cricket,
- Interest – Networking, Travelling, Video Games

PERSONAL DETAILS

Date of Birth:	30 th Jan, 1992
Marital Status:	Single
Languages Known:	English, Hindi, and Assamese.
Present Address:	D701- Darshanam Splendora 2 Vasant Vihar Rd 2 Vadodara Gujarat
Permanent Address:	Guard Quater Benudhar Bezbura Path Guard Para Near Kali Mandir Dibrugarh, Assam