

**Ratikanta Sahoo**  
**Plot No-SE-8/3, Satyanagar, H/B Colony**  
**Bhubaneswar**  
**Odisha-751007**

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## **OBJECTIVE**

To enter an Organization with an aim of learning & achieving goals and in the due course of steadily following upward path my dedication and commitment towards the organization.

## **CAREER CONTOUR**

**Company Name:** Odisha Multispecialty Hospital & Trauma Care Center Pvt. Ltd

**Company Category:** Health Care

**Designation** : Executive Accounts

**Duration** : Nov 2017 to Till Today.

**Company Name** : Batra swain Associate

**Company Category:** Chartered Accountants

**Designation** : Audit Executive

**Duration** : Nov 2016 to Oct 2017

**Company Name** : Raylon Technology

**Designation** : Data entry Operator

**Duration** : Jan 2016 to Nov 2016

## **Job Related Activities**

### **Responsibilities in Odisha Multispecialty: -**

- Auditing of Tpa & Corporate (Sundry Debtor)
- Checking of Patient Bill in Tally.
- Preparing of Outstanding report of sundry debtor.
- Preparing Daily Discharge report of Tpa & Corporate.
- Preparing of Monthly Business Report of All Patient.
- Checking IPD and OPD pharmacy amount in Tally.
- Making GST return filling Monthly Basis and GST oriented work.
- Maintaining Petty cash and cash in Tally.
- Bank Reconciliation.

### **Responsibilities in Batra Swain Associate: -**

- Check Purchase Bill, Sale Bill and Expenses Bill
- Entry vouchers of Purchase, Sale, Journal, Contra, Receipt and payment
- Entry of all type of GST Bill.

- Entry of TDS, Salary, Rent, Loan.

#### QUALIFICATION

- B.com from Utkal University, Odisha in the year 2013.
- +2 from Council of Higher Secondary Education, Odisha in the year 2010
- 10<sup>th</sup> from Board of Secondary Education, Odisha in the year 2008.

#### EXTRA QUALIFICATION

- Diploma in Financial Accounting at NIIT Bhubaneswar.

#### SOFTWARE PROFICIENCY

**Applications** : Tally-9 (ERP)  
: PGDCA(Ms-Office,Excel)

#### PERSONAL PROFILE

**Father's Name** : Sankar Sahoo  
**Date Of Birth** : 18<sup>th</sup> July 1993  
**Nationality** : Indian  
**Marital Status** : Single  
**Language Known** : English, Hindi and Odia  
**Strengths** : Result oriented approach, Self-motivated & Hard working

#### DECLARATION

I hereby declared that all the above mentioned information are true and correct to the best of my knowledge and beliefs.

**Place: Bhubaneswar**  
**Date:**

**Ratikanta Sahoo**