

SRIKRUSHNA BISWAL

Mobile:- +919658271566

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CAREER OBJECTIVES:

To work in a challenging organization with a stimulating environment where I can keep learning and apply my inherent skills and knowledge aligning my career goals to that of the organization.



Address For Correspondence:

Srikrushna Biswal

At/Po:- Kaipadar

Dist/Ps:- Khordha

Odisha, 752056

Mob:- 9658271566

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EDUCATIONAL QUALIFICATION:

Degree/Certificate	Institute	Board / university	Year of Passing
B.COM	P.N (Auto) college, Khordha	Utkal University, Odisha	2011
+2 Com.	P.N College, Khordha	CHSE, Odisha	2008
Matric	Kaipadar High School, Kaipadar	BSE, Odisha	2006

COMPUTER PROFICIENCY:

- Tally 9.0, ERP, prime
- MS Office
- Basic on web designing
- Fundamental & DOS

WORK EXPERIENCE:

1- INOXCORP INDIA PVT. LTD.

Tenure: January 2022 to Till Date

Designation: Accountant

Job Responsibility

- Operate Tally accounting software to record, store and analyze information.
- Check figures, postings and documents for correct entry, mathematical accuracy, and proper codes.
- Classify records and summarize numerical and financial data to compile and keep financial records, using journals and ledgers in Tally.
- Receive, record, and bank cash, checks and vouchers.
- Match order forms with invoices, and record the necessary information.
- Prepare Tax Invoice and Performa Invoice and salary details in Tally accounting software.
- Maintain employee attendance records.

2- VISION STEEL INDUSTRIES

Tenure: March 2019 to December 2021

Designation: Accountant

Job Responsibility

- Operate Tally accounting software to record, store and analyze information.
- Check figures, postings and documents for correct entry, mathematical accuracy, and proper codes.
- Classify records and summarize numerical and financial data to compile and keep financial records, using journals and ledgers in Tally.
- Receive, record, and bank cash, checks and vouchers.
- Match order forms with invoices, and record the necessary information.
- Prepare Tax Invoice and Performa Invoice and salary details in Tally accounting software.
- Maintain employee attendance records.
- Maintains day to day Bank transactions and go to bank by motorcycle for any NEFT and RTGS any others.
- Make payments of ESIC and EPF of the factory.
- Make salary payments to all workers and staffs.

3- Govt. Vocational JR. College

Tenure: May 2013 to October 2018

Designation: Clerk cum Typist

Job Responsibility

- Verify accuracy of billing data and revise any errors.
- Operate typing, adding, calculating, or billing machines vouchers.
- Perform book keeping work, including posting data or keeping other records concerning costs of goods or services or the shipment of goods.
- Keep records of invoices and support documents.

PERSONAL TRAITS

- Self confidence
- Flexible with my work
- Hard working
- Managing and problem solving
- Punctuality

LANGAUGE KNOWN

- Odiya
- English
- Hindi

HOBBIES

- Reading English news
- Social works
- Playing chess

PERSONAL DETAILS

Date Of Birth: 4th june, 1991

Gender: Male

Blood Group: B⁺

Father's Name: Daitary Biswal

Mother's Name: Kanak Biswal

Declaration: I hereby declare that the above written particulars are true to the best of my knowledge and belief.

DATE:

PLACE: Khordha