



## **SUBHAKANTA SAHOO**

Plot No. 180/742,191/740,  
Sriguru Nagar, Raghunathpur  
Nuagaon Municipality Road,  
Bhubaneswar - 751002

Email: [subhakantasahoo2012@gmail.com](mailto:subhakantasahoo2012@gmail.com)

Mob: 91-9583737849

### **EDUCATIONAL QUALIFICATION**

- B.COM. (Accountancy Hon.) from Utkal University, 2010
- C.H.S.E. from Pattamundai College, Pattamundai, 2007
- H.S.C. from Panchayat High School, Kasananta, 2004

### **EXTRA QUALIFICATION**

PGDCA, TALLY, Skill Development Training Program (under State Govt.)

### **WORK EXPERIENCE:**

Operational Manager in Banadurga Pest Control Services, Bhubaneswar

14<sup>th</sup> July 2015 to 1<sup>st</sup> Feb 2021

Role:

- HR Compliance for Employees Salary and Attendance: Generation of salary slips for all the employees of the organization.
- Management of EPF and ESI for employees: Activation and updating of EPF and ESI accounts for both contractual and permanent employees on government EPF and ESI portal.
- Govt. E-tender Management: Managing tender documents that manages organization history, document verification, updating tender portal with required documents, tender quotation information gathering and reporting.
- Site Supervision: Monitoring the site workers and discussing with the site owners to ensure correct compliance of the work.
- Collecting Work Report, Generating Invoice, and Covering Letters: Time to time collection of report, updating the reports related to work down in specific site and generating all required invoice and letters. Each work report typically has different formats and those formats were created

separately and management.

- Compiling Invoice for GST Return: Ensuring correctness of documents of sales and purchases to prepare for GST return.
- Preparing Consumption Report: Monthly account maintenance for each project separately and ensuring that the clients understand the same.

**SR EXECUTIVE OFFICER IN OPERATION DEPT IN POONAWALLA FICORP LTD (FORMRLLY KNOWN AS MAGMA FINCORP LTD)**

**20TH MAY 2021 TILL PRESENT**

**ROLE: BRANCH ACCOUNTS, DEALING WITH CUSTOMER SERVICE, FILE DISBURSHMENT ETC.**

**SKILLS AND ABILITIES**

- Interpersonal communication Skills.
- Computer Skills: Microsoft Office, Portal like IOCL, IREL, Tata Steel, MCL, EPF, ESI.
- Document Maintenance

**EXTRA CURRICULAR ACTIVITY AND INTERESTS**

- Working in Member Database System (MDS) of Bharat Soka Gakkai (BSG) viz. Member Data Entry and Updating, Name Transfer and acceptance, Marking Attendance, Online Contribution etc.
- Organized and volunteered “Building a culture of peace for the children of the world Exhibition.”
- I have been a part of Peace, culture & education movement of SGI.
- I also play chess and read books of Great Leader’s inspiration like Dr.Daisaku Ikeda

**PERSONAL DETAILS:**

Date of Birth : 3<sup>rd</sup> July 1989  
Language Known : English, Hindi & Odia  
Father’s name : Satrugan Sahoo  
Marital status : Single

Place: Bhubaneswar  
Date: 03.11.2022

*Subhakanta Sahoo*