

KISHORE KUMAR SAHU

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OBJECTIVES

To join in an Organization to put my knowledge & skill to the satisfaction of Management and Superior.

TOTAL YEAR OF EXPERIENCE: 27 Years+

PRESENT WORK EXPERIENCE

Institute of Social Sciences, Bhubaneswar, Odisha

Finance & Administrative Officer, 1st August 2014 to present

The job is overall responsible for:

- Handling the total accounts by using the Software Tally 6.3, 7.2 and ERP 9.
- Assist in planning, organizing & executing statutory requirements in coordination with Regional Director.
- Annual Audit & Audit Compliance.
- Giving suggestion to Director for decision making on policy matters and fund management.
- Dealings with FCRA, Sale Tax & Income Tax Dept.(State & Central govt. liasonning work)
- Providing analytical support in Procurement decisions.
- Checking & Submitting Income Tax Return, TDS, GST, Monthly & Yearly EPF returns etc.
- Preparation of Budget and proposal for fund raising.
- Monitoring day-to-day book-keeping in Computerization environment.
- Controlling & monitoring of Vehicle Management expenditure and its planning.
- Direct monitoring of all the project activities and monitoring Stock Register
- Analysis of fund flow & cash flow statements.
- Decentralization of work among the Section personnel's and collects the output accordingly.
- Preparation of Bank Reconciliation Statements.
- Working in a computerized environment.

Simultaneously I had been working as Accountant at SAMBANDH Organization at Bhubaneswar head office in the project "Digital literacy Training & implementation in Odisha" for the period from 01/08/2019 to 31/12/2019 successfully.

Looking after the following areas in Administration:

- Weekly supervision (physical & financial) of Field offices.
- Provide timely administrative assistance to Director as and when need arises.
- Preparing monthly Action plan according to budget in the last week of every month.
- Verify office inventory, check vehicle logbook, check the Stock Register (Incoming & Outgoing) once in a month and give a report to the Director.
- Dealing with State and Central Government liasonning works.
- Checking the Prepared monthly Trail balance & Income & Expenditure & R&P statement of all projects and shared to Director.

PREVIOUS WORK EXPERIENCE

Amrita Builders & Developers Pvt. Ltd (ABDBL), Bhubaneswar, Odisha

Manager Administration & Finance, January 2012 to July, 2014

- Worked as Manager for construction of new apartment buildings and fully involved in Compilation and preparation of Annual Accounts, authorization of all receipts and Payments, providing meaningful suggestion to Director for decision making on policy matters and fund management, dealings with Sale Tax & Income Tax Dept. and dealing with all vendors.

NYSASDRI (National Youth Services Action and Social Development Research Institution), Dhenkanal, Odisha, India

Manager Finance & Administration, December 2008 to January 2012

& Finance Manager (Additional Charge) at Kalinga Eye Hospital & Research Centre (KEHRC), Dhenkanal, an unit of NYSASDRI.

The Job was overall responsible for:

- Working All Cash and bank transactions.
- Authorization of all receipts and Payments.
- Giving suggestion to Director for decision making on policy matters and fund management.
- Dealings with FCRA, EPF, Sale Tax & Income Tax Dept.
- Carrying out physical verification of cash on a weekly basis.
- Transfer of funds from Head Office to project against requisitions.
- Consolidation of project expenses with project accounts at HO.
- Compilation and preparation of Annual Accounts.
- Provide analytical support in Procurement decisions.
- Preparation of Annual project budget teaming up with project heads.
- Preparation of fund request note to Donor.
- Preparation of financial reports for Donor Compliance.
- Statutory Compliances and all other audits.
- Direct monitoring of all the project activities.
- Bring issues concerning policy matters, material discrepancies to the knowledge of the Director and Recommendation to the Director for disciplinary actions.

OPDSC (Orissa Professional Development Service Consultants), Rayagada, Odisha

Chief Accountant, March 1993 to December 2008

The Job involved:

- financial management, budgeting and final auditing,
- monitoring flow of funds for programming activities,
- maintenance of records of all financial matters and preparing financial budget for making proposal for other NGO's and preparing monthly financial report,
- formulation of various policies and programmes for the staff welfare and training to NGO personnel of Orissa on financial management with special emphasis of FCRA, EPF., and income tax
- dealings with State and Central Government liaisoning works (Income Tax and EPF), office general administration, vehicle management

TRAINING AND WORKSHOP ATTENDED

- Participated & organized Two days Training & its implementation on Digital Literacy at Farmers Hostel & Training Centre, Choudwar, Cuttack from dated 19th -20th August 2019.
- Participated & organized Two days Training programme for the Corporators of Bhubaneswar Municipal Corporation (BMC) at PUSHPAK Hotel, Bhubaneswar from 25th-26th May 2018.
- Participated & organized PACS (FA) Closure Event programme at Bhanja Kala Mandap, Bhubaneswar from 4th-6th March 2016.
- Participated & organized the Western Region Lok Mohasthav/CBO Conclave programme at Chhau Padia, Baripada from 19th -20th Feb. 2015.
- Participated & organized the State Level workshop on "PPP management in health Care" at Hotel "The New Marriot", Bhubaneswar on 24th. & 25th. Aug. 2010.
- Participated in the State Level Workshop on PPP In PHC Management at Hotel "May Fair Lagoon" Bhubaneswar from 13th – 14th Feb. 2009.
- Exposure visit of **SHGs' Converted to Cooperatives** by CDF, Warangal District of A.P. during Sept. 2003.
- Participated in the workshop on "**Fund Management & Related Governance for V.O's** from 17th-19th September, 2002 at St. MARK's Hotel, Bangalore organized by

FMSF, New Delhi.

- Participated in the training programme on “**Team Building & Financial Management of NGOs**” from 9th –14th Nov 1998 at YMCA, Mumbai organized by HIVOS, Bangalore.
- Participated in the Workshop cum Training on “Financial Management “at SWRC, Tilonia, Jaipur, and Rajasthan from 18th -21st Nov. 1994.
- Participated in the Training Cum Workshop on “Financial management” at Hotel SWAGAT, Rayagada from 19th-20th Aug 1993 organized by SWEDFOREST, Bhubaneswar.

EDUCATION

Alagappa University, Tamilnadu, India

Master of Commerce (MCom) in Finance and Control

July, 2013 to May, 2015

Pondicherry University, Pondicherry, India

Master of Business Administration (MBA) in Finance

July, 2010 to June, 2012

Utkal University, Odisha, India

Bachelor of Commerce (BCom)

July, 1985 to September, 1987

SKILLS

- **Technical:** DISM (Diploma in Information & System Management from APTECH), MS-DOS (6.22), Windows 10, Excel, MS Office-2016, Adobe Acrobat Professional, E-mail operation & Internet browsing.
- **Digital Management:** Zoom App, Google Meet, Skype, Handling of official Twitter, Facebook, Instagram and LinkedIn account, Work Supervision by Whatsapp Groups and Messenger Groups, Expertise in UPI Payments, Paytm, Phonepe, Google Pay and BHIM app, Marketing from ecommerce sites.
- **Programming Languages:** Fox Pro & C.
- **Software:** Tally 5.4, 7.2 & ERP 9.2
- **Languages:** Odia, English, Hindi

PERSONAL DETAILS

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|-----------------------------------|---|--|
| • Date of Birth (DD-MM-YYYY) | : | 09-04-1965 (9 TH April Nineteen Sixty Five) |
| • Father's Name | : | Late Rajendra Nrayan Sahu |
| • Gender | : | Male |
| • Marital Status | : | Married |
| • Category | : | OBC |
| • Nationality | : | Indian |
| • PAN (Permanent A/c No.) | : | ANZPS2754B |
| • Passport No. | : | K5927436 |
| • Phone No. | : | +919937658424, +919438365495 |
| • E-mail | : | kksahu1965@gmail.com |
| • Present (Communication) Address | : | Plot No. : 116, Duplex – 5,
Dumuduma – A, Jagamara,
Bhubaneswar, Odisha-751030 |
| • Permanent Address | : | Mr. Kishore Kumar Sahu,
S/O – Late Rajendra Narayan Sahu,
At – Parsurampur, PO – Rasol,
Dist.: Dhenkanal, Odisha - 759021 |
| • Interest / Hobbies | : | Gardening, Yoga and Pranayam |

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: Bhubaneswar

Date: 08.09.2020

Kishore Kumar Sahu

Signature