

## **CURRICULLUM VITAE**

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Date of Birth : 13<sup>th</sup> April, 1987  
Blood group : B Positive  
Marital Status : Single  
Nationality : Indian

### **Career Objective :**

To strive with dedication and devotion to become successful in the area of work assigned to me and to grow with the corporate to achieve the desired goal.

### **Professional Experience :**

- 1. JSW Cement Ltd., Jajpur, Odisha: Worked as Audit Associate (Mookherjee Biswas and Pathak Chartered Accountant) from October, 2019 to November, 2020.**

#### **Job Profile :**

- Pre-audit of bills relating to payment exceeds Rs.,1lakh.
- Pre-audit of purchase orders of value exceeds Rs.5lakhs.
- Prepare audit report at the month end and communicate the same to the head office and firm.

- 2. Directorate of Industries, Cuttack, Odisha: Worked as Accountant-cum-Data Entry Operator (World Bank funded Integrated Coastal Zone Management Project) from January, 2013 to June, 2019.**

#### **Job Profile :**

- Perform the day to day processing of financial transactions and accounting to ensure that project finances are maintained in an effective, up to date and accurate manner.
- Ensure strict compliance to finance guidelines of the project.
- Prepare reports and required documents for facilitation of release of funds
- Maintain daily Payment Voucher, Receipt Voucher, Journal voucher, Cash Book, Bank Book & Ledger Book.
- Prepare Bank Reconciliation Statement, Monthly & Quarterly Expenditure Reports and timely Submission to the State Office.

- Maintain Stock Register, Fixed Asset Register, Salary Register, Leave Register, TDS register & Bill Register.
- Ensure for the insurance of fixed assets in the office and at the project sites.
- Preparation of Salary & TA bills
- Ensure timely data collection, compilation, reporting, analysis, generation of reports
- Ensure completeness, correctness of base records and supporting documents and ensure their proper maintenance.
- Support data verification, validation through field visits.
- Prepare Monthly Reports on SHGs performance and submit the same to the State Office.
- Having Experience in auditing and verification of Running Bills and Final Bills of Different Contractors Engaged in Civil Construction Works & Make Payments after Necessary Deductions.
- TDS, Sales Tax, Labor Cess and Royalty deducted and deposited in Govt. account.
- Reports & Returns Relating to Accounts and Other Correspondences.
- Co-operate with other staffs for preparation of MIS Report.
- Co-operate with Auditor for quarterly audit of books of accounts and ensure timely compliance to the Audit Observation Report.

**3. SAKHA, State Level NGO, Bhubaneswar, Odisha: Worked as Accountant-cum-Administrative Officer from December, 2009 to January, 2013.**

**Job Profile :**

- Support the Project Manager in planning and monitoring of fund flow and expenditure.
- Assist Project Manager in procurements.
- Maintain daily Payment Voucher, Receipt Voucher & Journal voucher.
- Maintain Cash Book, Bank Book & Ledger Book.
- Prepare Bank Reconciliation Statement.
- Prepare Monthly & Quarterly Expenditure Reports and timely submission to different Funding Agencies.
- Prepare Monthly Receipts and Payments Account.
- Maintain Stock Register, Fixed Asset Register, Salary Register, Leave Register, TDS register & Bill Register
- TDS deducted and deposited.
- Preparation of Salary & TA bills.
- Analyses, examined and interpreted account records, compiled financial information and reconciled reports and financial data.
- Process journal entries and perform accounting correction to ensure accurate records.
- Help Auditor to prepare the Audit Reports and ensure timely submission of Audit Reports
- Ensure proper maintenance of staff records
- Involvement in different community based programmes of SAKHA.
- Procure different items for SAKHA.

**4. THE MESICS, State Level NGO, Angul, Odisha: Worked as Accountant from January, 2008 to December, 2009.**

**Job Profile :**

- Maintain daily Payment Voucher, Receipt Voucher & Journal voucher.
- Maintain Cash Book, Bank Book & Ledger.

- Prepare Bank Reconciliation Statement.
- Prepare Monthly & Quarterly Expenditure Report.
- Maintain Stock Register, Fixed Asset Register, Salary Register, TDS register & Bill Register  
TDS deducted and TDS deposited
- Preparation of TA bills
- Help Auditor to prepare the Quarterly Audit Report and ensure timely submission of Audit Report
- Involvement in different programmes of The Medics
- Procure different items for The Medics.

### **EDUCATIONAL HISTORY :**

Sl. No	Qualification	Board/university	Year of Passing	Division/percentage
1	10 <sup>th</sup>	Board of Secondary Education	2002	2 <sup>nd</sup> div./48.13
2	+2 COM	C.H.S.E	2004	2 <sup>nd</sup> div./53.44
3	B.COM	Utkal University	2007	1 <sup>st</sup> div./59.39

- Computer literacy- Tally , DCA
- Language known- English, Oriya, Hindi.

### **Professional Skills :**

I believe that I have a balanced mix of aptitude and attitude. I enjoy taking responsibilities and thrive working in a group. I am a disciplined hard worker, avid and a fast learner.

### **Declaration :**

I pledge and pronounce that all the above information is true to the best of my knowledge.

Date:  
Place: Bhubaneswar

(Sanjay Ku. Behera)  
Signature of the Applicant