

## RESUME



**MARUTA RANJAN JENA**  
**MOB: 8338096089**  
**E-MAIL: marut\_ctc@rediffmail.com**

**PERMANENT ADDRESS: MARUTA RANJAN JENA**

**C/O : MAHANI CHARAN JENA**  
**AT/PO : HARIPUR,**  
**DIST : JAJPUR,**  
**VIA : BRAHMABARADA,**  
**PIN : 755005,**  
**ODISHA.**

**PRESENT ADDRESS : MARUTA RANJAN JENA**

**C/O : HADIBANDHU SAHOO,**  
**AT : RANIHAT TELI SAHI, NEAR RADHAKRISHNA TEMPLE**  
**PO : BUXIBAZAR,**  
**DIST : CUTTACK,**  
**PIN : 753001,**  
**ODISHA.**

**EDUCATIONAL QUALIFICATION:**

EXAMINATION PASSED	BOARD/UNIVERSITY /INSTITUTION	YEAR OF PASSING	DIVISION/ GRADE	% OF MARK
H.S.C	B.S.E, ODISHA.	2006	1ST	73.87
I.COM	C.H.S.E, ODISHA.	2008	1ST	66.00
B.COM (ACCT. HONS)	UTKAL UNIVERSITY, ODISHA.	2011	1ST	69.10
PGDCA	COMPUTER POINT, CUTTACK, ODISHA.	2012	'A'	81.00

**PERSONAL PROFILE:**

NAME : MARUTA RANJAN JENA  
D.O.B : 25.05.1991  
SEX : MALE  
MARITAL STATUS : UNMARRIED  
NATIONALITY : INDIAN  
RELIGION : HINDUISM  
CATEGORY : GENERAL  
LANGUAGE KNOWN : ORIYA, ENGLISH & HINDI.

**STRENGTH:**

- ❖ RESPONSIBILITY AND ADOPTABILITY TO NEW ENVIRONMENT.
- ❖ HANDLING WORK UNDER PRESSURE.
- ❖ TEAM HANDLING & LEADERSHIP ROLE.

**HOBBIES:**

- ❖ READING NEWSPAPER & BOOKS , PLAYING CRICKET,

**ACHIEVEMENT & AWARDS**

- ❖ BEST SUPPORT IN ACCOUNTS AWARD (BRANCH OPERATION) FROM SHRIRAM CITY UNION FINANCE LTD.

**WORK EXPERIENCE:**

- ❖ THREE YEARS OF EXPERIENCE IN ACCOUNTS & AUDIT WORKS AT SPP ASSOCIATES (CHARTERED ACCOUNTS) FIRM FROM (01.02.2011 TO 31.12.2014).
- ❖ THREE & HALF YEARS OF EXPERIENCE IN ACCOUNTS (BRANCH OPERATION) AT SHRIRAM CITY UNION FINANCE LTD. AT ZONAL OFFICE BHUBANESWAR (FROM 05.01.2015 TO 28.09.2018).
- ❖ PRESENTLY WORK IN ACCOUNTS DEPT. OF SAMPATRAI & COMPANY (XIAOMI TECHNOLOGY PVT LTD- (ZD) AT BHUBANESWAR ZONAL OFFICE. (FROM 01.10.2018 TO TILL DATE).

**DETAILS OF WORK RESPONSIBILITY AT SAMPATRAI & COMPANY**

- ❖ WELL VERSED IN TALLY ERP 9.0.
- ❖ MAKING ONLINE ENTRY OF PURCHASES AND SALES IN TALLY ERP 9.0 (LATEST VERSION)
- ❖ MAINTENANCE OF DAY BOOK ON DAILY BASIS.
- ❖ CALCULATION OF PF & ESI OF EMPLOYEES, GENERATE PF CHALAN AND MAKING PAYMENT ON MONTHLY BASIS.
- ❖ PREPARATION OF MONTHLY INCOME & EXPENSES REPORT.
- ❖ PREPARATION OF ALL RECEIPT, PAYMENT, CONTRA AND JOURNAL VOUCHER.
- ❖ WELL VERSED IN GST & TDS. (INCLUDES CALCULATION OF GST AND TDS AND MAKING PAYMENT.
- ❖ VERIFY ALL CLAIM BILLS (TRAVELLING, FOODING, MEETING EXP AND PROCESS FOR PAYMENT.

**DETAILS OF WORK RESPONSIBILITY AT SHRIRAM CITY UNION FINANCE LTD.**

1. WEB REMITANCE.
2. MARKING OF CASH & BANK ENTRY ON DAILY BASIS.
3. BOOKING OF PETTY CASH EXPENSES ENTRY ON DAILY BASIS IN RESPECT TO GL CODE.
4. NOC GENERATION.
5. DISBURSEMENT OF FILES.(TW, PL&SME).
6. VERIFYING KYC DETAILS OF APPLICANTS.
7. PREPARATION OF MIS REGARDING VENDOR PAYMENT.
8. BRS RECONCILIATION IN RESPECT TO ALL ODISHA ACCOUNTS TEAM.
9. PROCESSING OF ALL BILLS FOR PAYMENT (TRAVELLING, COURIER, OFFICE RENT, ELECTRICITY, TELEPHONE & OTHER VENDOR BILLS)

**EXPERIENCE IN COMPUTER WORKS:**

- ❖ WELL VERSED IN MS- WORD.
- ❖ WELL VERSED IN MS- EXCEL(V-LOOKUP,PIVOT-TABLE )
- ❖ SOUND KNOWLEDGE IN MS-POWER POINT.
- ❖ TYPING SPEED (35-40) WPM IN PC.

**EXPERIENCE IN AUDIT WORKS:**

- ❖ **BANK AUDIT.** (MAINLY CONSISTS OF MONTHLY VERIFICATION SB A/c, CA A/c, FD A/c OPENED, LOANS AND ADVANCE, PHYSICAL VERIFICATION OF CASH WITH CASH BOOK REGISTER, VERIFICATION OF STOCK REGISTER AND INSURANCE STOCK REGISTER, VERIFICATION OF BG EXPIRED AND RENEWED. ETC)
- ❖ **PRIVATE COMPANY AUDIT.** (DAY TO DAY TRANSACTION VERIFICATION EPF & ESI VERIFICATION, ST, ET AND TDS ENTRY VERIFICATION, CASH AND BANK TRANSACTION VERIFICATION AND OTHER WORK RELATED TO ACCOUNTS AND AUDIT.

**DECLARATION**

I DO HEREBY DECLARE THAT THE ABOVE STATEMENT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE:

PLACE: CUTTACK

SIGNATURE OF CANDIDATE

