

**Jogesh Kumar Jena**

jogeshkumarjena1998@gmail.com

+91 6372930522



## CAREER OBJECTIVE

Ambitious to build a career in accounting and finance with an organization where team work is required and hard work is appreciated and to be in a position which is best studied to my knowledge and skills.

## SKILLS

|                          |  |
|--------------------------|--|
| <b>Computer</b>          | <ul style="list-style-type: none"><li>-Basic Computer Knowledge</li><li>-MS Office (PGDCA)</li><li>-Tally ERP9</li></ul>                               |
| <b>Communication</b>     | <p>Writting and Speaking</p> <ul style="list-style-type: none"><li>-English</li><li>-Hindi</li><li>-Odia</li></ul>                                     |
| <b>Critical Thinking</b> | <ul style="list-style-type: none"><li>-Find out the actual Problem and Solutions</li></ul>   |
| <b>Team work</b>         | <ul style="list-style-type: none"><li>-Having leadership quality</li><li>-work as Team or Group leader</li></ul>                                       |
| <b>Technical skills</b>  | <ul style="list-style-type: none"><li>-Good Command over Accounting</li><li>-Ability to analyse Data</li><li>-Basic knowledge in GST and TDS</li></ul> |

## EXPERIENCE

|                          |  |
|--------------------------|--|
| <b>From: Oct-2020</b>    | <b>SS CONSULTANCY</b>  |
| <b>Account Executive</b> | <ul style="list-style-type: none"><li>-Built deep relationship with clients to understand their specific needs.</li><li>-Responsible for working with filing GST and Income Tax of individual persons and firms.</li><li>-Remind to clients his due dates and last filing date by the phone calls.</li></ul> |

## EDUCATION

| Degree/Course                                  | Percentage/CGPA | Year of Passing |
|--|-----------------|-----------------|
| <b>B. Com</b>                                  | 57.71 %         | 2020            |
| Dinakrushna College, Jaleswar , FM University  |                 |                 |
| <b>Intermediate Of Arts</b>                    | 56 %            | 2016            |
| Laxminarayan College, Jamsuli , CHSE, Odisha   |                 |                 |
| <b>Matriculation</b>                           | 66.5 %          | 2014            |
| Judhisthira High School Gilajodi , BSE, Odisha |                 |                 |

## STRENGTHS

Hard working, Reliable and Responsible, Self-confidence, Creative thinking

AREAS OF INTERESTS

E-Gaming, Artificial intelligence, Research and development

HOBBIES

Playing cricket, Reading newspaper, Listening to Music

PERSONAL DETAILS

|                 |   |
|-----------------|---|
| Address         | Gilajodi Jamsuli Singla Basta<br>Balasore, Odisha, 756081 |
| Date of Birth   | 10/05/1998  |
| Gender          | Male  |
| Nationality     | Indian  |
| Marital Status  | Single  |
| Languages Known | English, Hindi, Odia                                      |

DECLARATION

I solemnly confirm that all the information furnished above is true to the best of my knowledge and belief.

Jogesh Kumar Jena