

BISHNUPADA SAHOO**E-Mail: bplbishnu@gmail.com****Phone: +91-7008361500**

B.C OM -2012(F.M. UNIVERSITY) Professional with nearly 4+ years as a Team Leader ,GST filling,Purchase sales reconciliation, Sales Tax,E way bill,Income TAX,DSC etc.

CAREER OBJECTIVE

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

ORGANISATIONALEXPER

EMPLOYER- BIKASH AND CO & CA NAYAN DAS AND CO Firm cum NSDL office KEONJHAR, ODISHA

AS A TEAM LEADER:- Since Dec 2016 to till continue.

- **GST** forms filling, Purchase Sale Reconciliation, **E-waybill** experience in 390+ Files.
- Experience in **390+ GST Clients** Preparing and Reconcile, Filing Of all **GST Forms Tran/GSTR-3B/ GSTR-1/CMP- 08/GSTR-7/GSTR-9/GSTR-9C/GSTR-9A & Final Return, DRC 3 Others.**
- Assistant Experiences in **Final Accounts Audit Proprietorship Business and Partnership Business Personal.**
- Knowledge in **Sale tax filling ,C Form & Others.**
- **GST Amendment** (Core, Non-Core field), **GST Registration, GST with Tally.**
- Income Tax Registration, **Tan Registration**, DSC Applying, PAN Applying, GST Payment, **Income Tax Payment**, Other Payments Taxation.
- Maintaining **Accounts in Tally ERP 9** as all ledgers, voucher entry.
- Good knowledge in **Word, Excel, Power point** in Office 2003/2007/2010/2013.
- **DSC** (Digital Signature Certificate) Technical Expert.

CORE STRENGTH:-

- Pre processing sale data.
- Making online payments of taxes.
- Storing returns , payment confirmation letters in e docs.
- Following calendar to file the returns on time.
- Understanding client expectation and delivering the work.
- Proficient in word and pdf.
- Confident and self motivated attitude.
- Thrives working within tight deadlines in a pressurised environment.
- Use analytical software to access, transform, integrate, analyse and visualise client data to help identity real problems and opportunities.
- Establish relationships with client personnel at appropriate levels and consistently deliver quality client services.

ACADEMIC ACHIEVEM

Won Various contest in my college period such as innovision fest, agritech etc. Arranged many social program.

ACADEMIC DETAILS

- B.com (F.M University) From S.R Collage Baliapal in Year 2012.
- 12th from of Commerce from Council of Higher Secondary, Odisha in year 2009 .
- 10th from Board of Secondary education, Odisha in year 2007.
- PGDCA, TALLY ERP 9.0, M.S. EXCEL.

STRENGTH

- Manage time efficiently.
- Punctual.
- Quick Learner.
- Highly adaptive.

PERSONAL DETAILS

Date of Birth: 4th july 1992.
Languages Known: English, Hindi, Oriya
Mailing Address: bplbishnu@gmail.com
Fathers name: Krushna Prasad Sahoo
Nationality: Indian
Sex: Male
Religion: Hindu
Marital Status: Single
Address: AT-Khagadapal,P.O.-Badasimulia,Baliapal,Balasore,Odisha,756026.

DECLARATION

I hereby declare that the all above information are true to best of my Knowledge.

Place: Keonjhar
Date:05/07/2021

Bishnupada saho
SIGNATURE