

Dharmendra Rout
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OBJECTIVE

To enter an Organization with an aim of learning & achieving goals and in the due course of steadily following upward path my dedication and commitment towards the organization.

CAREER CONTOUR

Company Name: Printlink Computer And Communication Pvt. Ltd.

Company Category: IT & Distributor

Designation : Asst. Manager (Finance & Accounts)

Duration : July 2018 to Till Today.

Company Name: Odisha Multispecialty Hospital & Trauma Care Center Pvt. Ltd

Company Category: Health Care

Designation : Sr. Executive Accounts

Duration : August 2017 to June 2018.

Company Name: Sitaram Construction & Consultancy Pvt. Ltd

Company Category: Construction

Designation : Executive Accounts

Duration : March 2015 to July 2017.

Company Name: A.K. Lenka & Co.

Company Category: Chartered Accountants

Designation : Audit Executive

Duration : July 2010 to February 2015.

Job Related Activities

Responsibilities in Printlink Computer and Communication Pvt. Ltd.: -

- Preparation and filing of GST return on monthly basis.
- Taking care of Tax Deducted at Source related activity.
- Taking Care of Accounts Receivable, Accounts Payable and General Ledger.
- Preparation of Stock Report on Monthly Basis.
- Taking Care of All Statutory related work.
- Assist preparation of Balance Sheet.

Responsibilities in Odisha Multispecialty: -

- Preparation and filing of GST return on monthly basis.
- Taking care of Tax Deducted at Source related activity.
- Taking Care of Accounts Receivable, Accounts Payable and General Ledger
- Reconciliation of Accounts Receivable (AR) and Accounts Payable (AP).
- Reconciliation of General Ledger Account at the month end.
- Preparation of Debtor and Creditor Ageing Report on monthly basis.
- Preparation of daily funds flow statement.

Responsibilities in Sitaram Construction: -

- Preparation of Financial Statements for management review purpose.
- Participated in the preparation of budget and variance analysis.
- Preparation of Computation of Income & provision for Advance Tax.
- Assisting to prepare the Profit & Loss A/c & Balance Sheet at the end of financial year.
- Reconciliation of General Ledger Account at the month end.
- Internal audit of book keeping and record Maintenance.
- Ledger Scrutiny & Preparation of Bank Reconciliation Statement.
- Preparation of Debtor and Creditor Ageing Report on monthly basis.

Responsibilities in A.K Lenka & Co: -

- Tax Audit of various clients i.e. Public/private companies, Firms and Proprietorship businesses.
- Tax compliance under Direct & Indirect Tax I.e. Income tax, TDS, Service Tax, Sales Tax, Excise & VAT etc
- Conducted Statutory Audit and Tax Audit for Corporate, firms and trusts.
- Finalization of Accounts of various clients
- Internal Audit, Statutory Audit and Bank Audit.

QUALIFICATION

- MBA (Finance/HRA) from Punjab Technical University, Bhubaneswar in the year 2012.
- B.com from Utkal University, Odisha in the year 2007.
- +2 from Council of Higher Secondary Education, Odisha in the year 2004
- 10th from Board of Secondary Education, Odisha in the year 2002.

SOFTWARE PROFICIENCY

Applications : SAP FICO,Tally-9 (ERP)
: Ms-Office

PERSONAL PROFILE

Father's Name : Uchhab Charan Rout
Date Of Birth : 25th April 1987
Nationality : Indian
Marital Status : Married
Language Known : English, Hindi and Odia
Strengths : Result oriented approach, Self-motivated & Hard working

DECLARATION

I hereby declared that all the above mentioned information are true and correct to the best of my knowledge and beliefs.

Place: Bhubaneswar
Date:

Dharmendra Rout