

PRITAM KUMAR PRADHAN



At/Po- Baruna

Via-Olaver

Dist –Kendrapara

Odisha, Pin-754227

Mob-9560547716

Email id: -pritampradhan6@gmail.com

Objective:

To enhance my knowledge and capabilities by working in a dynamic organization that prides it self in giving substantial responsibility to new talent

Education:

- *B.COM from OLAVER COLLEGE, From Utkal University, Odisha.*
- *Intermediate from S N college Rajkanika From CHSE Board, Odisha.*
- *10th from Baruna High School, Kendrapara From BSE Board Odisha.*
- *Completed CIA course from ICA, Faridabad.*

Computer Skills:

- *Ms Office*
- *Accounts Receivable, Payable, Bank Reconciliations*
- *Debtors & Creditors, Day to day book keeping*
- *Tally Erp9*
- *Prepare Gst Summary.*

Work Experience

- 2 year experience As an Accountant in the company of **Grand GRC Prefab Pvt Ltd.Faridabad, Haryana.**
- Continunuing in **Karpura Developers** as an Accountant.

Extracurricular activities:

- Active participant in college cultural activities.

Strengths:

- Comprehensive problem solving abilities.
- Easy adaptability.
- Ability to work in a team & to work independently.
- Patience.
- Quick learner.

Personal Details:

Father's name : Manoranjan pradhan
Mother's name : Tapaswini pradhan
D.O.B : 03/06/1995
Nationality : Indian
Religion : Hindu
Gender : Male
Marital status : Single
Language Proficiency : English, Hindi, Odiya

Hobbies:

- Bike riding, Books Reading, Net Surfing, Listening Songs.

Declaration:

I do hereby solemnly declare that all the information furnished above are to be best of my knowledge and belief.

Place:

Date:

Pritam Kumar Pradhan