

# RESUME

NAME:-RAKESH KHUNTIA.  
AT:-BIDYADHARPUR.  
PO:-NUAPADA.  
PS:-TIRTOL.  
DIST:-JAGATSINGHPUR.  
ODISHA-754133



## Personal Profile

Father's Name : - Surendranath Khuntia.  
Mother's Name : - Chhabilata Khuntia.  
Date of Birth : - 28/06/1995  
Marital Status : - Unmarried  
Sex : - Male  
Nationality : - Indian  
Religion : - Hindu  
Languages Known : -English, Hindi and Odia.  
Present Address : -1<sup>st</sup> Floor, Plot no-1922, Nilakantha Nagar, Nayapalli, Bhubaneswar-751012,  
Odisha,India.  
Mobile Number : -7787976861, 9337246339.  
E-Mail : -rakeshkhuntia86@gmail.com

## Education

Educational Qualification	School/College/University	Year of Passing	Full Marks	Marks Obtain	Remarks
B. COM (HONS)	A. S College, Tirtol (Utkal University)	2015	1800 1000(Hons)	1168 (64.89%) 679 (Hons) (67. 9%)	Top Rank in College.
+2 COMMERCE	A. S. D College, Tirtol (CHSE, Odisha)	2012	600	452 (75.34%)	2 <sup>nd</sup> Rank in College.
MATRIC(10 <sup>TH</sup> )	Gorekhanath Bidyapitha, Bidyadharpur. (BSE, Odisha)	2010	600	409 (68.17%)	3 <sup>rd</sup> Rank in School
C.A	The Institute of Chartered Accountants of India.	Continuing			

## Relevant Work Experience

- Concern Name :- **P C Jena and Co.**  
Period of work :- From 09/11/2015 to 15/12/2018. (3yr 1m)  
Location :- Plot no- 2111/3283/5080, Lane-6, Mahadev Nagar, Jharpada, Bhubaneswar, Odisha- 751006, India.  
Job Title :- Articled Clerk.  
Work Description :- Accounting through Tally, Preparation Profit and Loss Account and Balancesheet in actual, projected and estimated, Income tax calculation and return filing, Advisor of income tax, GST Registration, GST Calculation and Return filing, Advisor of GST, Stock control, Stock Audit, Statutory Audit, Internal Audit, Works through M. S Office, Finance Planning, Preparation of project for newly set up undertakings, Fixation of cost and selling price, Billing, Tax Audit, ROC related work etc.
- Concern Name :- **Kejriwal & Associates.**  
Period of work :- From 17/12/2018 to 14/05/2019 (5 month)  
Location :- Room No. 13, 14 Apex Market Complex, Cuttack Road, Budheswari Colony, Bhubaneswar-751006, Odisha, India  
Job Title :- Audit Staff.  
Work Description :- Statutory Audit.
- Concern Name :- **MAA TARINI ENTERPRISES**  
Period of work :- From 09/07/2019 to till now (More Than 1.5 yrs)  
Location :- Plot No-2032/4006, Near Niladri Vihar Square, Kesura, Bhubaneswar, Odisha-06  
Job Title :- Accounts Manager.  
Work Description :- Accounting, GST, Income tax, Clients relationship. Payroll responsibility.

## Professional Affiliation.

- ❖ **Government Sector:-**
- Income tax related work at **Balikuda Block, Child Development Project Officer (CDPO) Balikuda, Jagatsinghpur, odisha-754119.**
  - The Orissa State Cooperative Milk Producers' Federation Ltd. (OMFED, CUTTACK DAIRY)**
- ❖ **Private Sector:-**
- GST related work at **Droupadi Flyash Bricks.** (a Bricks making concern)
  - GST, Income Tax and Billing related work at **M/S Biswanath Computers.** (a concern involved in sales and services related to Computer and software)
  - GST, Income Tax related work at Baba **Rameswar Suppliers.** (a concern involve in transportation and supply of material)
  - GST Related work at **Maa Sarala Route Craft.** (involve in preparation and selling of Furniture)
  - GST Related work at **Tejal Smart Phone.** (a trader of smart phone and accessories)

❖ **Individual income tax file and EPF related work.**

## Interested:-

- Listening music.

## Skills/Strength:-

- Having a good communication skill with leadership quality and hard worker with challenging personality.
- Goal-Oriented Accountant with Three and half years of Accounting experience.

## Declaration:-

I consider myself familiar with the general aspects of Accounting. I hereby declare that the particular given herein are true in the best of my knowledge and belief.

Thanking you,

**Date :**

**Place :**

Signature. ....