

Chinmaya Sekhar Mallick

MBA(Financial Management),Bcom

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CAREER SUMMARY.

Accountant

Jan 2019 to Till date

**M/s. Aakash Deep Motors Pvt. Ltd. (Authorized Dealer of Hyundai Motor India Limited)
Sambalpur, Odisha**

- Book Keeping Activities.
- Bank Reconciliation.
- Managing the daily banking operations like RTGS, NEFT for Creditors.
- Posting Purchase, Sales and Receipt, Payment Voucher in Tally.
- Preparation of Financial Statement.
- Monthly GST Filling Return GSTR1 & GSTR3B.
- Reconciliation of Purchase with GSTR2A.
- Monthly Stock Audit of Vehicles & Submission of Stock Statement.
- Reconciliation of FSC & Claim Settlement.

Accounts Executive

April 2018 to 20th Dec 2018

Ashok Electrical Fabricator, Sambalpur, Odisha

- Entry Day Book in TALLY.
- Generation of GST Sales Bill in TALLY.
- Generation of E-Way Bill in GST Portal.
- Maintenance of Books of Accounts Manually.
- Preparation delivery Challan etc.

Internal Auditor

Jan 2018 to March 2018

M/s K.C. Samal & Co. (Chartered Accountant Firm), Sambalpur, Odisha

- Internal Audit Work in MCL, Brajarajnagar, Jharsuguda
- Overtime Allowance Verification.
- Employees Attendance Register Verification.
- Salary Register Verification.
- Inventory Audit.

EDUCATIONAL QUALIFICATION:

- Pursuing MCOM in Odisha State Open University, Sambalpur, Odisha
- MBA (Financial Management) in G.M University, Sambalpur, Odisha
- BCOM from U.N College, Fakir Mohan University, Balasore, Odisha
- +2 Commerce, CHSE, Bhubaneswar, Odisha
- Matriculation from BSE, Cuttack, Odisha

TECHNICAL SKILLS:

- Tally .ERP 9
- MS Word.
- MS Excel.

STRENGTH:

- Good logical thinking
- Ability to adjust to different environments.
- Know human relations very well.

PERSONAL DETAILS:

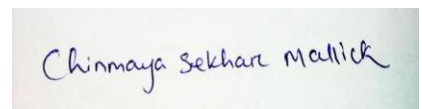
Father's Name	:	Chinmaya Sekhar Mallick
Date of Birth	:	13 th April, 1995
Gender	:	Male
Nationality	:	Indian
Languages Known	:	English, Hindi, and Oriya.
Current Address	:	Sambalpur, Odisha

DECLARATION:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particular.

Date:

Place:



(Chinmaya Sekhar Mallick)