

CURRICULUM VITAE



SUSANTA KUMAR BEHERA

Personal Details

Name- **SUSANTA KUMAR BEHERA** Nationality- Indian
Father's Name- **MAKARANDA BEHERA**
Marital Status-Single
Date Of Birth- **17th April 1997** Language Known- English, Hindi, Odia
Present Address- At/Po- Kalyani, Via- Gopalpur, Ps-Khantapara,
Dist- Balasore, ODISHA, 756044
E-mail: beherasusanta072@gmail.com Mobile No-**7008034558**

Academic Results

Name Of Examination	Specification	Institution	Board/ University	Year	Result
B.COM	ACCOUNTING	FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE, ODISHA	FAKIR MOHAN UNIVERSITY	2014 - 2017	68%
I.COM	-	GOPALPUR JUNIOR COLLEGE, GOPALPUR, BALASORE, ODISHA	CHSE	2014	73.67%
10TH	-	GILIDA HIGH SCHOOL, GILIDA BALASORE, ODISHA	HSE	2012	67.67%

Computer And Technical skill

Operating system: Windows 10/8/7/2000, Vista.

Microsoft Office 2013 Professional

- 1) MICROSOFT EXCEL.
- 2) MICROSOFT WORD, ACCESS, POWERPOINT.

Tally ERP 9 (Basic Knowledge)

- 1) Accounting Entries with inventories.
- 2) GST.
- 3) POS Invoice.
- 4) Reconciliation.

Internet Knowledge

- 1) Knowledge browsing web pages.
- 2) Downloading and uploading files.
- 3) Online transactions.

Knowledge of Business, Commerce and Accounting.

Accounts:-

- 1) Journal Entries.
- 2) Ledgers.
- 3) Final Accounts.
- 4) Cash Book, Profit and Loss A/c.

Job base experience

- 1- 2 YEAR EXPERIENCE AS ACCOUNTANT AT KONARK ELECTRONICS, BALASORE (AUTHORISED SERVICE CENTER OF HITACHI, MI, AND PANASONIC COMPANY)
- 2- 1 YEAR & MORE CURRENTLY WORKING AS ACCOUNT EXECUTIVE AT EXIM INFRASTRUCTURE INDIA PVT LTD. (AUTHORISED TATA MOTORS SERVICE CENTER)
- 3- CURRENTLY WORKING AT MJUNCTION SERVICES LTD, KALINGANAGAR BRANCH AS OPERATION ASSOCIATES.

Declaration

I hereby confirm that the above mentioned information is true. It given an opportunity to be a part of your esteemed concern, I will discharge my duties with sincerity and diligence.