



# SAURAV KUMAR SAHOO

## JUNIOR ACCOUNTANT

### My Contact

✉ sauravkumarsahoo987@gmail.com

☎ 7377874562

📍 Pirabazara Champati Beside  
the Central Bank of India  
Jagatpur, Cuttack, Odisha  
754200

### Hard Skill

- Handled data entry for accounts payable and receivable
- Prepared and distributed invoices to clients
- Effective communication and interpersonal abilities
- Tally Prime
- Time management and organization skills

### Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Billing
- Ewaybill-Generation
- Invoice-Generation
- Journal Entries
- TALLY PRIME

### Education Background

JATIYA KABI BIRA KISHOR DAS  
GOVERNMENT COLLEGE, UTKAL  
UNIVERSITY, CUTTACK BACHELOR IN  
COMMERCE (B.COM)

COMPLETED IN 2020

CHOUDWAR GOVERNMENT COLLEGE,  
CUTTACK INTERMEDIATE IN COMMERCE  
(I.COM)

COMPLETED IN 2017

### About Me

With 3 years and 2 months of experience, I am responsible, hard-working, and seeking a full-time administrative, support, or accounting position in a friendly environment. Highly motivated professional with a proven track record of delivering accurate reports and high-quality service. A dedicated leader with the ability to lead effective teams in attaining profit improvement. posting and processing journal entries, updating accounts receivables, accounts payable and issuing invoices, performing reconciliations,

### Professional Experience

**Odi-Ray Industries Limited, Cuttack, Odisha**  
**Beverage Industries (Manufacturer)**  
**JR.ACCOUNTANT**  
**AUG 2021- PRESENT**

Key responsibilities:

- Dealing with Petty Cash Book.
- Dealing with Bank Transactions.
- Ledger Record maintaining.
- Maintaining payment records.
- Record & maintenance of the Consumable stocks.
- Prepared journal entries and general ledger reconciliations associated with revenue and related accounts.
- Reconciliation of stock Monthly wise.
- Assets Verification.
- Preparing Invoicing and rechecking account entries.
- Maintaining monthly completion of billing and other activities.
- Maintained day-to-day accounts records in Tally like Sales, Purchases, Receipts, and payments.
- Checking & Posting Debit notes, Credit notes, petty cash, and making entries.
- Ewaybill- Generation.
- Invoice- Generation.
- Knowledge of Tally to handle voucher entries.
- Miscellaneous work pending at office.



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### Education Background

ST.XAVIER HIGH SCHOOL, Indian  
Certificate of Secondary Education.  
ICSE (10th)

COMPLETED IN 2015

### COMPUTER SKILLS

- Post Graduate Diploma In Computer Application. M.S. Office 2023 (M.S. Word, M.S. Excel, M.S. PowerPoint).
- Internet Browsing
- Typewriting.
- Tally Prime Accounting Package
- MARG SOFTWARE
- Zoho Books Software
- V-LOOKUP, PIVOT TABLE & IF FUNCTIONS, OUTLOOK SHORTCUTS

### STRENGTHS AND PERSONAL SKILLS

- Good Communication Skills
- Self – Motivation and Self – Assessment
- Ability to work in a team and to work independent
- Adaptability and adjustability

### PERSONAL PROFILE

- Name-- Saurav Kumar Sahoo
- Father name- Late Srikanta kumar saho
- Date of Birth- 28/11/1999
- Language- English, Hindi, odia
- Address for Correspondence – Pirabazara Champati Beside the Central Bank of India Jagatpur, Cuttack, Odisha 754200
- Nationality – Indian
- Religion Hindu
- Sex – Male
- Martial Status – Single

### Professional Experience

**CARBIDE ROTARY TOOLS (Manufacturer)**  
**ACCOUNTANT**

**JAN-2021 TO AUG-2021**

**8 MONTHS EXPERIENCE**

Key responsibilities:

- Ensure the inventory accuracy in books.
- Dealing with Cash Book.
- Preparing Invoicing and rechecking account entries.
- Respond to customer queries in a timely and professional manner.
- Ensure the punctuality and regular attendance of the staff.
- Preparation of monthly Reports.
- Accurately perform daily reconciliations of cash, check, and credit card. transactions, and tally and file invoices
- Reconciliation of Bank Statements.
- Ewaybill-Generation.
- Invoice-Generation.

**Declaration :** I here by declare that above furnished information is true to the best of my knowledge and belief

Place : Cuttack

DATE :

**SAURAV KUMAR SAHOO**