

**Mr. Prasant Kumar Sahu**

**Mobile:** 093482 83972

**Email:** [prasantks4@gmail.com](mailto:prasantks4@gmail.com)



**Career Summary:** An experienced professional with finance and statistical background looking for a responsible position to support the success of the organisation.

### **Skill Summary**

Customer/client Coordination

Financial management

Working knowledge of MS Office 2003, 2007 (e.g. MS Word, MS Excel)

### **Professional Summary:**

**Company:** Luminous Infoways Pvt. Ltd.

**Designation:** District Manager

**Duration:** May' 2016 to till date.

**Location:** Dhenkanal

#### **Job Description:**

Responsible for gathering RTI related information from various departments and submitting to the state manager.

Responsible for providing training to the public authorities on navigating and use RTI portal to upload public information.

Preparing reports for each department and submitting the to the higher authorities through portal.

Solving any challenge faced by different departments in uploading the RTI related information.

Providing new RTI related updates to the departments regularly.

**Company:** DistrictPlanningMonitoringUnit, Angul

**Designation:** Statistical Investigator

**Duration:** January' 2014 to March' 2016

**Location:** Angul

**Job Description:**

Collecting statistical and audit information on various sectors (institution/organisations from Industrial, Agricultural, Educational, Healthcare sectors etc.) from Field investigators  
Rechecking the information and validating them with government norms  
Preparing the report with the information received from field investigators and sending them to the state Planning Monitoring unit  
Preparing the MIS report on the projects and assist deputy director in completing the project audits in timely manner  
Representing the District Planning Monitoring unit, Angul at state level meetings and conferences.

**Company:** Enzen Global Solutions Pvt Ltd

**Designation:** Junior Executive (commerce and account)

**Duration:** November 2012 till November 2013

**Location:** Angul

**Job Description:**

Maintaining record of daily revenue collection  
Performing trend analysis on weekly & monthly revenue collection.  
Preparing the outstanding report and business planning.  
Handling bank transaction and sending report to the circle office and corporate office.  
Handling stake holder meetings and reports.  
Handling automation of the business process with various tools.  
Preparing and maintaining the records for internal and external audit.

**Company:** L. Lal and Associates

**Designation:** Audit Assistant

**Duration:** June' 2011 to October' 2012

**Location:** Bhubaneswar

**Job Description:**

Receiving accounts information and supporting documents from the clients

**Created with an evaluation copy of Aspose.Words. To discover the full versions of our APIs please visit: <https://products.aspose.com/words/>**

Verifying the documents and contacting clients for any additional requirements

Identify any variance with the information provided and amend them after clarifying with the clients

Preparing the audit quarterly and half yearly audit reports and submitting to the CA for supervision

**Company:** Apple Marketing. (An associate of ICICI Bank LTD)

**Designation:** Finance Executive(Financial Products)

**Duration:** September' 2007 to February' 2011

**Location:** Cuttack/Angul.

**Job Description:**

Contacting the customers and convincing with the financial products (Two-Wheeler and LCV loans).

Sourcing KYC documents and verifying them through telephone an.

Coordinating with the departments for logging the files in the systems and closing the files after loan disbursement.

**Educational Qualification:**

MBA from ICFAI University (Continuing)

Bachelor of Commerce from LNM University in 2005.

Intermediate in science from BOLSD in 2002.

Matriculation from BSE in 1997.

**Additional qualification/Skills:**

Post Graduate Diploma in Computer Application.

Working Knowledge of MS Office tools (Word, Excel etc.)

**Personal Information:**

Father's name: Mr. Biswanath Sahu.

Date of birth: 04 September 1982

Gender: Male

Marital status: Single

Nationality: Indian

**Permanent Address:**

At- Purunagarh, P/O - Tangiri, PS - Chhendipada, Via – Bagedia, Dist.- Angul, Odisha, 759141

**Created with an evaluation copy of Aspose.Words. To discover the full versions of our APIs please visit: <https://products.aspose.com/words/>**