

RESUME

SHILPA SAHOO

Plot.no-297/3459, Nandankanan road

Near Shubhadra Apartment, Bhubaneswar

Odisha

Pincode-751024

Mobile:- 8249945263

Email-id:-shilpasahoo25@gmail.com

CAREER OBJECTIVE:

To work to the best of my abilities for the company with all sincerity and commitment which i am sure will ensure my career growth with company's excellent performance.

EDUCATIONAL QUALIFICATION:

YEAR	COURSE	BOARD	UNIVERSITY/SCHOOL	MARKS
2019	Post Graduation in M.com	Indira Gandhi National Open University (IGNOU)	Indira Gandhi National Open University	63%
2015	Graduation in B.com(h)	University of Delhi	University of Delhi	56%
2012	Higher secondary	CBSE	New Delhi Convent Sr.Sec.school	66.8%
2010	Secondary examination	CBSE	New Delhi Convent Sr.Sec.school	58%

- Pursuing CS executive programme

ACCOUNTING SKILL:

- Well versed with all the accounting aspects.
- Good interpersonal and communication skill.
- Responsible for complex interaction with clients.
- Ability to work under pressure.
- Ability to handle complexity and ambiguity
- Ability to identify and correct any minor or major mistakes in accounts
- Maintaining good record of all accounts, which is understood by others.

RESPONSIBILITIES :

- Reviewing compiling and financial information
- Maintaining day-to-day cash inflows and outflows in tally .
- Maintaining , controlling the expenses of the company.
- Interacting with internal and external auditors in completing the audits
- Completing all the activities on same day without keeping any pending work.
- Ensuring that all accounting activities follow company standard .
- Managing the account budget and invoice with the client.

COMPUTER SKILL:

- Basic knowledge of computer like:- ms – word, ms-excel, ms-power point and internet
- Tally and accounting

Professional Experience:-

- Worked as a senior accountant in **Jena Construction Pvt. Ltd** from july 10 2015 to 28 june 2017
- Worked as an accounts assistant in **B.N MISRA & CO.** Chartered firm from 20 august 2017 to 30 september 2018
- Since I working as an senior accounts executive in **JUHI INTERNATIONAL PVT.LTD** from 1 october 2018 to till the date.

WORK EXPERIENCE:

- I verified the **East Coast Railway** fixed assets registrar and also prepare current asset and current liabilities used accrual basis accounting.
- I filled all the Income tax return of various companies and Individual.
- I prepare and verify the financial report of various gram panchayat like- kendrapada, khordha ,

- I also audited in a two branch of bank **Odisha Gramaya Bank** (Telagaptha, Bhubaneswar) bank as a concurrent auditor .
- I filled Goods and Service tax returns of various companies and individuals.
- I made all purchase and sales invoices in tally.

PERSONAL TARITS:

- Ability to work in a team with a strong focus
- A cheerful, positive, cooperative, patient and professional approach
- Optimistic and hardworking
- Good communication skill.

PERSONAL PROFILE

Father Name : Upendra Sahoo

Date of birth : 25/10/1994

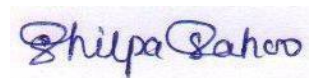
Nationality : Indian

Language known : Hindi, English

Marital status : Unmarried

DECLARATION:

I hereby declare that the above written particular are to the best of my knowledge & belief.



DATE

SIGNATURE