

DEBASHIS PATRA

ACCOUNTS & ADMIN

Balasore, Orissa

devjyan@gmail.com

7978785686

#readytowork

Work Experience

A.G.M, Finance & Accounts

EMPHORIA WORKS PVT LIMITED - Bhubaneshwar, Orissa

September 2020 to Present

Monitoring, verification, Reporting to management

Accounts Manager

ARPITA BEACH RESORT - Balasore, Orissa

September 2017 to August 2020

TAXATION, RETURN PREPARE, ASSIST TO AUDITOR FOR FINAL AUDIT, PREPARE THE BALANCE SHEET
SUPERVISION THE DEPARTMENT WORK.

Finance Officer

SHAKTI SIKHA DEVELOPMENT SOCIETY - Baripada, Orissa

September 2015 to August 2017

Budget distribution, utilizing of fund, Reporting.moniter.

ESTABLISHMENT SEC INCHARGE

SRINIX COLLEGE OF ENGINEERING - Balasore, Orissa

2015 to 2016

ASSIST TO MANAGEMENT IN DIFFERENT WORK. PREPARE THE TIME ROLL. DEALING WITH CLIENTS.
COORDINATION BETWEEN MANAGEMENT & STAFFS.

Admin Executive and Sr.Accountant

Techno Blow Molding pvt Ltd. - Hyderabad, Telangana

2010 to 2013

co-ordination to management, problem solving, assist in different establishing work, key accounts,

Sr. Accountant CUM H.R Assistant

Fuso Glass India Pvt Ltd - Hyderabad, Telangana

2007 to 2010

vouching, billing, monitoring, vendor payment, banking, reporting, auditing, & other key accounts
work.& taxation, esi & epf.payroll.

Accountant

versatile by wheeler pvt.ltd. - Hyderabad, Telangana

2004 to 2007

Billing, reporting, vouching, data entry. stock monitoring,

Education

B.COM

NORTH ODISHA UNIVERSITY

Skills

- TALLY (10+ years)
- Busy (2 years)
- FOCUS (2 years)
- PACT (1 year)

Certifications and Licenses

PGDCA

Present

Additional Information

ABOVE THAT I HAVE SELF PRACTICE OF TAXATION WORK . ACCOUNTANTS WORK IN DIFFERENT FIRMS WITH CONTRACT BASIS.