

## **CURRICULAM VITAE**

**SOUMYA RANJAN PANDA**

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### **CAREER POINT**

: Accounts/Taxation/Legal

#### ***Career Objective:***

- To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.
- I was working as an Accounts Assistant & Associate in M/s. DELTA LEGAL SERVICE February 2012 - May 2014, (Chennai)
- I was working as an Accounts Assistant in M/s. UNIPLY INDUSTRIES LTD. June 2014-May 2015, (Bangalore)
- I was working at Skill India (DDUGKY) was a Accounts with Tally Trainer in MULTICARE SERVICE (I) PVT. LTD. June 2018-December 2018, (Bhubaneswar)
- I was worked in L&T FINANCE LTD. was a Law Officer December 2018 to March 2021 (Bhadrak, Odisha)
- I was also worked in BEGUNIA PROJECTS PVT. LTD. as Accounts Assistant May 2021 to January 2022 (Chennai)
- During the working I have assumed responsibilities and met deadlines effectively.
- Responsibilities included assisting, coordinating and execution of the various assignments.

#### ***Work Experience:***

- Legal

Drafting and follow up of misappropriation cases, Fraud cases, Defaulter customers, Lok Adalat, police station for FIR and Court matter for other issues, filing and sending notice to Defaulter customers.

- Accounts

1. Maintenance of day to day accounts for clients.
2. Analysis of Debtor and creditors as well as analysis the reason of pending.
3. Reconciliation of Debtors and creditors account.
4. Review of different process on department basis.
5. Conduction periodical meeting with clients and discussing about the loopholes in the system and its avoidance. Coordinating to my senior at the time of finalizing of accounts.

- Company Secretarial Practice .

Under the (Companies Act, 1956 & 2013) Incorporation of Companies, Drafting of various Board Resolutions, Minutes, Notice, Filing and preparation of various types of return (MCA-21) related forms

- Trade Mark & Copyright

Drafting & filing of necessary Trade Mark forms, Preparation of Reply to Examination Report, Attending of Show cause Notice Hearing, Preparation of Opposition Petition & Counter Statement. Drafting of Affidavits in relating to Opposition and Evidence in support of Application

***Educational Qualification:***

Qualification	University/Institute	Year of passing	Percentage
LLB	F.M University, Odisha	2017	55%
+3	F.M University, Odisha	2013	54%
+2	Soro College, Odisha	2009	50%
10 <sup>th</sup>	B.N.M.D High School, Odisha	2005	55%

***Professional Qualification: pursuing ICAI (Intermediate )***

***Computer Exposure:***

- Exposure of TALLY ERP.9, Farvision and Marg ERP software.
- Having good working experience on Operating System, MS-Office and Internet Browsing.

***Personal Details:***

Date of Birth : 28-03-1990  
 Father's Name : Debendra Mohan Panda  
 Marital Status : Married  
 Language known : English, Hindi, Odia, Tamil (Beginner's Level).  
 Interest : Reading and Travelling, Eager to learn new things, Language, meeting & Interact new people.  
 Strengths : Flexible, Consistent, Like to work in team.

**DECLARATION:**

I, Sri Soumya Ranjan Panda declared that the above statement is true and correct to the best my belief and knowledge.

Date:

Place: Bangalore

**Soumya Ranjan Panda**