



## **BIKASH KUMAR SAHOO**

**Mobile No:**+918249264314, +7788981569

**E-mail:**bikashsahoo249@gmail.com

### **Career Objective:**

To utilize as well as enhance my present knowledge while working towards the growth of the organization. I am always eager to learn new things and to take responsibilities at different levels which help me in achieving the objective of the work undertaken by me.

### **Synopsis:**

- Bachelor Degree with 1+ year experience in Account and Finance Domain.
- Excellent interpersonal and communication skill
- Better Understanding in GST, Income tax, Financial Management, Costing Portfolio.
- Strong Understanding of Accounting Concept & Convention, Accounting Standard, GAAP, Capex Provision.
- Good Proficiency in SAP FI/CO, MS-Word, Excel, Tally ERP.

### **Experience:**

- Working in **Diversified Energy Solution PVT. LTD.** Odisha as Accounts Executive from February 2019 to April 2020.

### **Roles & Responsibilities:**

- To Maintain Accurate and Upto date Accounting Document and Record.
- Maintaining General Ledger Accounting.
- Preparation of P&L Account and Balance sheet and Finalization of Books of Account.
- To Manage and Prepare Bank Reconciliation Statement and Vendor & Customer Reconciliation Statement.
- Review and Maintain Company Debtor list and Invoice Processing.
- To Manage and Prepare Branch Account.
- To Manage and Review Account Receivable and Account Payable with SAP Application.
- Good Understanding of Compliance with TDS, GST (GSTR 1, 3B, 7, Reconciliation, Appeal & Revision)
- Various Statutory Compliance like EPF, ESI, PT, BOCW etc.

**Educational Qualification:**

CMA Intermediate(Gr.II Clear) in Institute of Cost Accountant of India(ICMAI) Cont.

- M.COM from UtkalUniversity, Bhubaneswar (Cont).
- B.COM from UtkalUniversity, Bhubaneswar in 2017.

**Technical Skills:**

- **SAP FI/CO, HANA-4**
- **Tally ERP 9**
- **Office Package:** Ms-Office (Word, Excel,)

**Personal Profile:**

Name: Bikash Kumar Sahoo

DOB: 02/06/1996

Address: At- Jharakata Po- Barigada Ps-Rajkanika Dist.Kendrapara  
ST-Odisha, PIN-754220

Sex & Marital Status: Male & Unmarried

Nationality: Indian

Religion: Hindu

Languages Known: English, Hindi, Odia.

**DECLARATION:**

I hereby declare that the information furnished above is true to be the best of my knowledge and belief.

**Place:**

**Date:**

**(Bikash kumar sahuo)**