

CURRICULUM VITAE

SUMIT KUMAR SAHOO

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Career Objective:

To be part of a growing organization and associate in its business operations that offers opportunities to utilize my skills, learn & grow with the organization by delivering the results.

Professional Experience:

1.Organization:- Bharat Motors Ltd., Bhubaneswar

Period:- June 2015 to Till date

Designation:- Assistant Accounts Manager (Volkswagen Division)

Current Job Description:

- Preparation of bank reconciliation statement, stock outstanding report & fund flow report on daily basis.
- Making payments to principal company, vendors, insurance companies & customers.
- Verification of all receipts, journal entries, sales & purchase invoices, D/Note, C/Note and ensuring their proper posting in the books of accounts.
- Reconciliation of party's accounts & payment follow-up of debtors & creditors.
- Preparation of monthly margin sheet, GST Data, TDS & TCS data.
- Managing day-to-day funding operations and maintaining & controlling the expenses of the company.
- Preparation & reconciliation of scheme claims with principal company & claims from insurance companies.
- Reconciliation of account statement of principal company with internal books of accounts.
- Reconciliation & co-ordination of Branches with HO accounts, other divisions & group companies.
- Preparation of E-Waybill, Digital invoices for finance & insurance payout.
- Making compliances to monthly internal audit report.
- Scrutiny of attendance, salary & it's disbursement.
- Assisted to internal and external auditors in completing the audits.
- Ensuring that all accounting related activities follows company standards.

Academic Qualifications:

Course	Board / University	Year of Passing	Division	%of Marks
M.Com	Ravenshaw University, Cuttack	2013	1 st	70.50
B.Com	Ravenshaw University, Cuttack	2010	1 st with Distinction	57.00
12th	C.H.S.E. , Odisha	2007	2 nd	50.55
10th	B.S.E. ,Odisha	2005	2 nd	54.26

IT Skill:

- O-Level computer course from DOEACC Society, MCIT, Govt. of India.
- Skill Development Training from OCAC, Govt. of Odisha.
- MS-Office and Tally ERP 9.

Personality Traits:

- Adaptable and willingness to learn new things.
- Able to work in a group as well as independently.
- Able to handle complexity and ambiguity.
- Pro-active, keen observer & result oriented.

Personal Profile:

- **Date of Birth** : 4th July,1990
- **Father's Name** : Rabindra Kumar Sahoo
- **Mother's Name** : Sasmita Sahoo
- **Gender** : Male
- **Religion** : Hindu
- **Nationality** : Indian
- **Address** : At -Chauliaganj, PO- Nayabazar, Dist- Cuttack
State-Odisha, Pin-753004
- **Language Proficiency** : English, Odia, Hindi.

Declaration

I do hereby declare that all the particulars furnished above are true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: 19/02/2020

Place: Bhubaneswar

Signature