

RESUME

PRASANNA KUMAR ROUT
Karuppur, Salem, Tamilnadu

Mobile:-9943542754.

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Career Objective:-

To work in a challenging and dynamic environment adding value & past experience to the organization to aspect the career development with organization growth.

Academic Qualification:-

Name of exam	School/institute	Board	Year of passing	% of marks
Bachelor In Commerce	MPC Autonomous College, Baripada, Mbj, Odisha.	North Orissa University	2007	41.90
Higher Secondary	MPC Junior College, Baripada, Mbj, Odisha.	Council of Higher Secondary Education	2003	50.20
Secondary	St. Anne's Convent School, Baripada, Mbj, Odisha.	Indian Certificate of Secondary Education	2001	70.16

Professional Qualification:-

Tally Courses at PAT Institute, Baripada.

PGDCA Courses at Kalinga Vikas Computer, Badasahi.

Computer Proficiency:-

Application Software: MS Office, Tally ERP9, Internet, Microsoft Outlook Mail.

Operating System: 2007, XP & Windows.

Work Experience:-

Presently I am working with M/s Mayur Chemical Industries Pvt. Ltd., at Salem Unit, Tamilnadu as "Branch Manager cum Accountant" from June 2007 to till date.

Job Responsibilities :

Accounts:- Indirect Taxation [GSTR1 & GSTR3B] online filling, Calculation of Reverse Charge Mechanism for payment, Generating Eway Bill, Tally ERP 9, Maintain Sales/Purchase registers, Prepare Journal Vouchers, Handle Petty Cash[Payment & Receipt], Inventory, Sales Invoices, Debit & Credit Notes, Accounts Payable & Accounts Receivable, Payment to Creditors, Reconciliation of Bank/Head Office/Creditors & Debtors, Liaisoning with Auditors for documentation required for assessment, TDS, Monthly calculation of Costing, Reporting to Directors, Payment follows up by telephonic & mail, Issuing of Purchase Order & pursuing of Sales Order timely, Prepare Salary Statement, Worker Salary/Wages.

Administration:- Maintaining a clean and enjoyable working environment, Checking of mails, replies & reporting to Directors, Management of office equipment, Handling external or internal communication or management systems, Pursuing of AMC for different services, Organising, arranging Directors Visit & meetings, Renewal of various Licence for smooth running of business.

Personal Information:-

Date of Birth : 11th September 1984.

Languages Known : English, Hindi, Odia & Tamil.

Permanent Address : S/o. Pravakar Rout, No. 166, Ward No. 25, Debendrapur, Near Siba Priya Park, Po. Baripada, Dist. Mayurbhanj, Orissa. Pin. No. 757001.

Passport No. : Z3956327.

Current CTC : 3 Lakh PA, Incentives, PF & Bonus.

Notice Period : 28 days/Immediate.

Declaration:-

I declare that above mentioned facts are true & correct to the best of my knowledge and belief.

Date :

Place : Salem(TN)

PRASANNA KUMAR ROUT