

Resume



Lakshmi Dhar Sahoo

Mobile: +91 6370451164/8981538226,

E-Mail ID: ldsahoo77@gmail.com

ACCOUNTANCY

A challenging position that will enable me to contribute to the organization goals availing an opportunity for growth and advancement.

Key Skills:

- ✓ Trial Balance (Ledgers Balances).
- ✓ Profit & loss, Balance Sheet.
- ✓ Keeping accounts of customers account (Debtors)
- ✓ Keeping accounts of Suppliers Account (Creditors).
- ✓ Bank Reconciliation Statement (BRS-Banking).
- ✓ Taxation matters in GST, TDS and Income Tax.
- ✓ Well versed in Ms Office (Ms Excel, Word, PowerPoint) Ms outlook-Email, Internet.
- ✓ Core Accounting
- ✓ **Accounting package: Tally ERP9.**

EDUCATION:

Certified Diploma in Financial Accounting System from Budge Budge Youth Computer Training center in 2010.

Completed B.COM from University of Calcutta in 2009 by 2nd Division.

Completed 12th from Lajpat Hindi High School, WBCHSE in 2006 by 2nd Division.

Completed 10th from Birlapur Vidyalaya, WBBSE in 2004 by 2nd Division.

Work Experience:-

❖ Om Associates , Direct Channel Partner of Procter & Gamble Ltd. At Bhubaneswar Zonal Office (July 2019- Present)

Duties & Responsibilities:

- All type of party payment through cheque, NEFT, RTGS, Online transfer and track them.
- Purchase entry, Sales Entry, Payment Entry, Receipt Entry, Contra Entry, Statutory Entry, passing entries in Tally ERP 9.
- Prepare different report as per requirement of Higher authority.
- Communicate information to Branch, solve finance related problems, check Financial Data.
- Preparation of cheque tracker report of all Branches.
- Verify and process all vendor invoices and ensure transactions are correctly recorded.
- Preparing Bank Reconciliation Statement.
- Preparing Data generation and Ledger Reconciliation.
- Preparing for GST Return.

❖ Behera Sales,At Markona,Dist-Balasore (December 2014- June 2019)

Duties & Responsibilities:

- Verify and process all Purchase invoices and ensure transactions are correctly recorded.
- Preparation for payment of sundry creditors and outstanding amount to Sundry Debtors and ledger match with Sundry Debtors and Creditors.
- Preparation for payment of all statutory payments (Advance Tax, VAT, CST, P.Tax, TDS, GST) within its due date.
- Banking transaction by online (Payment Transfer, RTGS, NEFT etc.)
- Preparation of daily Journal Vouchers for all expenses with all supporting documents.
- Preparing Bank Reconciliation Statement.
- Preparing Stock Statement for the Bank.
- E generate of E-waybill.
- E-filing of VAT return, CST return, TDS return, GSTR -3B, GSTR-1.

❖ Shiva Cargo Carriers,Kolkata (October 2011 – November 2014)

Duties & Responsibilities:

- Receive, register, verify and process all invoices and ensure transactions are correctly recorded.
- Maintain and reconcile General Ledger accounts.
- Preparation for payment of all utility bills and statutory payments (Advance Tax, VAT, CST, TDS) within its due date.
- Preparation for payment of sundry creditors and outstanding amount to Sundry Debtors.
- Banking transaction by manual and online (Cheque Deposits, Cash Receipt, Payment Transfer, Demand Draft, Bank Guarantee, RTGS, NEFT etc.)
- Preparation of daily Journal Vouchers for all expenses with all supporting documents.
- Preparing Bank Reconciliation.

- Maintaining Petty Cash Book.
- Keeping up to date record of all accounting transaction.
- E-filing of Income Tax (ITR-4), VAT, CST.
- E-generate 'C' and 'F' Form.

• **Modi Gadia & Co., Kolkata (December 2009 – September 2011)**

Duties & Responsibilities:

- Concurrent Audit for 2 years of 2 banks in Allahabad Bank & Oriental Bank of India.
- Revenue Audit for 2 branches of Central Bank of India & and one of Bank of India.
- Statutory Audit of 3 branches of State Bank of India.
- Airtel DTH Stock Audit of 2 franchisees and 1 wholesaler.
- Accounts Journalise and Finalisation of Orient Enterprise, Vikash & Co.
- E-Filling of Income Tax, VAT, CST and Service Tax.

Personal Data:

Date of Birth: 15-04-1988.

Father's Name: Sri Narayan Sahoo

Marital Status: Married.

Languages Known: English, Hindi, Odiya and Bengali.

Address: Plot No. 1154/1616 (Near Sani Temple), Raghunath Nagar,
Dumduma, Bhubaneswar, Pin- 751019

Declaration:

I hereby declare that the information provided in this form is true to the best of my knowledge and belief.

Date:

Place: Bhubaneswar

(Signature)