

CURRICULUM VITAE

RAGHUNANDAN PANIGRAHI

Sairam Nivas, Behind Nariseva Sadan, Adrash Nagar

Po/Dist: Sambalpur, 768001, ODISHA

DOB : 27th May 1990

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Career Objective:

To enhance my professional skills and get a position in an organization by which I can contribute the most to the tasks assigned to me by utilizing my skills and learning more and more.

Academic Details:

- MBA (Finance) from Sikkim Manipal University with 68% (2013).
- Bachelor in Commerce from Gangadhar Meher College, Sambalpur with 44% (2010)
- Intermediate in Arts from CHSE, Odisha with 54% (2007)
- Matriculation from BSE, Odisha with 40% (2005)

Skill Highlights

- Operating systems
- Microsoft Office
- Spreadsheets
- Presentation software
- Accounting software (Tally)
- Basic Bookkeeping procedures
- Financial Principles
- Organization Skills
- Time Management Skills
- Project management
- Strong decision maker
- Service-focused

Experience

OFFICE ASSISTANT

19th June 2017 to 31st January 2022

WAPCOS Limited, a "MINI RATNA-I" Public Sector Enterprise under the aegis of the Union Ministry of Jal Shakti, Government of India; posted at Mega Lift Irrigation Project CL-XIII, Khariar.

- ★ Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- ★ Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- ★ Compute, record, and proofread data and other information, such as records or reports.
- ★ Answer telephones, direct calls, and take messages. Open, sort and route incoming mail, answer correspondence and prepare outgoing mail.
- ★ Maintain of office Stocks and inventory records.
- ★ Prepare meeting agendas, attend meetings and record and transcribe minutes.

Odisha Watershed Development Mission, Govt. of Odisha; posted at IWMP-V, Jujomura under PD, Watershed, Sambalpur.

- ★ Handling all official records of PIA office.
- ★ Managing filing system, Registers.
- ★ Typing, Letter writing, Report making, Data entry.
- ★ Collection of data from field, upload picture in Bhuvan portal
- ★ Preparation of Daily Progress Report and monthly progress reports.
- ★ Handling all incoming and outgoing mails.
- ★ Payment to beneficiaries through PFMS, financial report generated from PFMS.
- ★ Cash Book entry, handling all financial matter.
- ★ Maintenance & record of all office Assets.
- ★ Submit information to PD office as & when required.

MIS CUM ACCOUNTS EXECUTIVE**11th January 2011 to 28th October 2014**

Social Action for Rural Community, a leading NGO in Sambalpur District.

- ★ Updating paperwork, maintaining documents, managing filing system & Registers.
- ★ Data entry, handling incoming & outgoing E-Mails.
- ★ Report preparation of all activities.
- ★ Handling cash book of the organisation, preparing financial report.
- ★ Update and trained SHGs members on record keeping, book keeping and cash book writing.
- ★ Collection of data from SHGs through field staff, data entry in online database and generate various reports.
- ★ Data collection from field level, entering into database and generate reports of small research projects.
- ★ Proposal writing with preparation of budget and submission.

Seminar and Training Attended

- Three days training programme on Project Proposal Writing held at Warangal, AP and organized by Bala Vikash PDTTC, Warangal.
- Three days training on Strategic Business Planning for Proposal Development held at Bhubaneswar, organized by FWWB, Ahmadabad.
- Training on Financial Management and Accounting Practices held at FWWB, Ahmadabad.
- Orientation training on Resource Management for NGOs held at NIPCCD campus, Guwahati.
- Training programme on “Documentation and MIS” at BIRD, Bholpur (WB) organized by NABARD.

Date : 14/02/2022

Place : SAMBALPUR

Raghunandan Panigrahi
(RAGHUNANDAN PANIGRAHI)