

RESUME

Debendra Maharana
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OBJECTIVE

Seeking a challenging position which will allow me to use my knowledge and experience to help the organization to achieve its goals with creativity and diligence.

WORK EXPERIENCE

➤ Current Employment Details :

Accounts Executive at R. Paul Jain & Co. (A 30 year old Chartered Accountancy firm in Delhi)

Period worked: April 2018 to Till Now

Roles and Responsibilities:

- Filing of GST Annual Return i.e. GSTR9/9A also working and filing of GST audit i.e. GSTR-9C.
- Preparation of Financial Statements (Income Statements, Balance Sheets and notes to accounts) for multiple clients.
- Preparation of various reconciliation statements (Bank Reconciliations, Receivable/Payable Reconciliations) & reporting its analysis.
- Analyzing & effecting the day-to-day operations with GST & TDS implications.
- Reviewing & handling regular accounting of Corporates, Firms & Professional Individuals and ensuring all the compliances.
- Filing of GST returns for all the Constitutions.
- Filing of TDS Returns of the entities.
- Softwares worked on: Tally ERP 9, Busy, Compu- Office , MS Office
- Maintenance of Payroll in Software.
- Filing of Tax Audit Report, Company Audit Report And Statutory Audit(SBI Bank).
- Filing of Income Tax.

➤ Previous Employment Details:

Accountant at CA Gaurav Bansal.

Period worked: October 2015 to April 2016 (7 Months)

Roles and Responsibilities:

- Maintain all types of Books Purchase, Sales, Cash and Bank Etc
- Making Cheque and Bank Reconciliation
- Sundry Dr. And Sundry Cr. Reconciliation
- Maintain Stock Inventory
- VAT related work.

Marketing at Oppo Odisha Pvt. Ltd.

Period worked: May 2017 to Dec 2017 (8 Months)

Roles and Responsibilities:

- Achieved my daily sales Target.
- Measure the sales activities and Ask for more referrals
- Don't accept the first "no" And Have fun.
- Align with people who can bring leads.

ACADEMIC CREDENTIALS

- B.Com. in 2016 from Utkal University Odisha.
- Intermediate Passed from CHSE Board in 2013 from Barapara Mahavidyalaya
- High School Passed from CBSE Board in 2011 from U.G.B.P Dosia

OTHER SKILLS

- Perseverant and ethical towards working culture.
- Good interpersonal communicational skills.
- Quickly adaptable to changing environment.
- Quick learner, punctual and patient on work.
- Sincerity and punctuality
- Ability to cope with pressures
- Multi-tasking
- Ability to work independently or as part of a team

PERSONAL PROFILE

Date of Birth	:	27 th July 1996
Father's Name	:	Birendra Maharana
Marital Status	:	Single
Languages Known	:	English, Hindi And Oriya
Hobbies	:	Playing Cricket, listening music and watching movies

DECLARATION

I hereby declare that the particular information given above is genuine to the best of my knowledge and belief.

(Debendra Maharana)