



PRABHAT KUMAR DASH

(Export Documentation Executive/Accounts Officer)

About Me:

Originally from Kendrapara, Odisha, I have been living here in Jaipur, Rajasthan for over 14 Years. I am ambitious, hardworking & straight forward, polite and cheerful person. I am true and honest to myself and everyone. Always look ahead to achieve my goal. I also respect others feelings and emotions.

Objectives:

Intent to build career with leading corporate rate of hi-tech environment with committed and dedicated people, which help me to explore myself fully and realize my potential

To obtain a work that offers development of carrier and involves key decision area

To work in an environment where experience and efforts will help me in delivery of better and quality service resulting in both organization and individual growth

To give best result to company by using optimum facilities given

Work Experience:

March 2015 to Present: **Alliance Polysacks Private Limited**

(Export Documentation Executive / Accounts Officer)

Roles & Responsibilities:

Updating Daily Stock & MIS Reports,

Co-ordinate with related departments for on time dispatch of Cargo,

Preparing Pre-shipment export documents as per LC & SOP,

Perform administrative Tasks: Sealing of Container copying, filing, faxing & scanning of export documents,

Reporting / Mailing Documents to Documentation Manager for BL,



Current Address :

Plot No.65, Riddhi Siddhi Nagar-8th,
Niwaru Link Road, Govindpura,
Jhotwara, Jaipur, Rajasthan-303120

Permanent Address :

At/Post. Badapada, District. Kendrapara,
Via. Pattamundai, Odisha - 754245



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dashprabhatkumar84@yahoo.co.in



Bachelor in Arts : +3
Utkal University, Odisha
(2003-2005)



Fathers Name: Chandrasekhar Dash

Date of Birth: 17th May 1984

Sex : Male

Nationality :Indian

Marital Status : Married



M.S. Office (Word & Excel Etc.)

Tally

Internet (Outlook)



Oriya (Mother Tounge)

Hindi

English

Preparation of Cash/Bank/Journal Vouchers, Job Work Challans, Purchase / Sales Invoice Entry in Tally, Transportation, Ewaybills, Excise & Service Tax Returns, Import purchase entry in SAP, Monthly Update of GST Stock & Job Work Registers (RG-1, Form-IV, Annexure 61 & 62) etc.

January 2011 to February 2015: **Ganpati Plastfab Limited**

(Executive - Accounts & Excise)

Roles & Responsibilities:

Preparation of Cash/Bank/Journal Vouchers, Job Work Challans, Purchase / Sales Invoice Entry in Tally, Transportation, Ewaybills, Daily Update of Excise & Stock Registers-RG-1, RG 23 A&C (Part-I & II) Form-IV, PLA, Job Work Registers (Annexure 61 & 62), Excise & Service Tax Returns, PF & ESI Challans etc.

March 2007 to December 2010: **Sidharth Polysacks Private Limited**

(Assistant-Accounts, Excise & Commercial)

Roles & Responsibilities:

Preparation of Cash/Bank/Journal Vouchers, Job Work Challans, Purchase / Sales Invoice Entry in Tally, Transportation, Ewaybills, Daily Update of Excise & Stock Registers-RG-1, RG 23 A&C (Part-I & II) Form-IV, PLA, Job Work (Annexure 61 & 62), Excise & Service Tax Returns etc.

June 2005 to February 2007: **SUMS Exim Private Limited**

(Assistant-Accounts & Excise)

Roles & Responsibilities:

Preparation of Cash/Bank/Journal Vouchers
Purchase / Sales Invoice Entry in Tally
Petty Cash Book, Bank Account Reconciliation etc.

Declaration:

I hereby declare that all the above information is true to the best of my knowledge and beliefs.

Place: Jaipur

(Prabhat Kumar Dash)