

Curriculum vitae



SUMAN KUMAR SWAIN
AT-ANKURDA
PO-GONDIA PATANA
VIA- GONDIA
DIST- DHENKANAL
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☞ CAREER OBJECTIVE:

- ☞ As an accountant with over 5 years of experience, I bring with me a clean ability to manage accounts and remove any discrepancies. Budgeting and analysis are my forte and I am quite familiar with the major financial applications and software i.e. Tally ERP-9 used in the industry. Team work and meticulousness help me solve problems easily.

☞ JOB PROFILE:

- ☞ Set up accounting system, including financial reporting forms and filling system for the project
 - ☞ Reconcile all balance sheet accounts and keep file of all completed reconciliation
 - ☞ Ledger entries, journal entries
 - ☞ Completion of day to day accounting activities
 - ☞ Resolving employees queries (related to salaries, leaves, accounts) in coordination with corporate Office whenever necessary
 - ☞ Implemented new accounting procedures and processes
 - ☞ Preparation of project accounts according to the Budget of FCRA Act.2010
 - ☞ Accounts work for Foreign Contribution fund at NYSASDRI NGO.
 - ☞ Prepared invoice of vender & make payment throw cheque.
 - ☞ Reconciliation of Bank statements
 - ☞ Maintaining petty cash book
 - ☞ Bank work and follow up-cheque/funds /Clearance status
 - ☞ And all type of Accounts of different project according to the budget
- Prepare all type of financial report, progress report on monthly basis.

👉 **ACADEMIC:**

- 10th from B.S.E, Odisha in the year of (2008) with 2nd division with 54% from Gondia high school,Gondia
- +2 CHSE in the year of 2010 with 1st division with 64% from S.S College of Edu & Tech, Sadangi, Dhenkanal
- +3 Commerce (Accounting Honors) from Dhenkanal Autonomous College under Utkal University, Orissa in the year of 2013 with 55% Second Class & Distinction .
- PGDCA With TALLY ERP-9 in 2010 with Excellent 87% from Microtek Computer Education,Cuttack.

👉 **:SKILLS**

- Proficient in MS Word and MS Excel,
- Expert in Tally ERP-9
- Excellent Accounting knowledge
- Proficient in accounting software
- Sufficient Knowledge with Internet.

👉 **PROFESSIONAL EXPERIENCE :**

- 👉 1.9.2013 to 31.03.2015: works as Accounts Assist. cum Cashier in Visiontek Consultancy Services Pvt. Ltd, ChandrasekharPur Bhubaneswar, Odisha.
- 👉 01.06.2016 to 28.02 .2017: Works as an Accountant in Kalinga Eye Hospital & Research Center, Dhenkanal:- A unit of NYSASDRI with FCR project Sightsavers,Crech, Swadhar Greh & Wonder Work.
- 👉 01.03.2017 to till date works as an project accountant in Gram Vikas, TATA SPONGE IRON LIMITED,BILEIPADA, Project,Keonjhar,Odisha.

PERSONAL PROFILE:

- Father's Name : Pranabandhu Swain
- Date of Birth : 29th May 1993
- Present Address : C/o. Pranabandhu Swain
At-Ankurda,Po-Gondia Patana
Via - Gondia
Dist - Dhenkanal
Pin - 759016
- Cont No : 9778013076,9348367970
- Hobbies : Reading Books, Listening Music
- Sex : Male
- Marital Status : Unmarried
- Language Know : Hindi, English & Odiya
- Religion : Hinduism
- Nationality : Indian
- Strength : Optimistic, self- confidence and team compatibility.

☞ INTERESTS:

- Actively participated in sports. Listening to old songs, reading books and net surfing whenever I get time. I arrange parties get together with my friends.

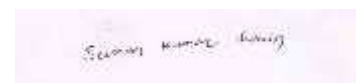
☞ OTHER INFORMATION:

- I am punctual, reliable and able to work enthusiastically pressure either within a team or alone. I have strong analytical and logical thinking and better adaptability to changing environment. I am straight forward, positive and fair person with a friendly disposition and good sense of humor. This has aided me in the supervision and management of staff. I am a good team leader with excellent technical and enter personal skills.
- I am always keen to contribute fully to the organization I work for. I am loyal, self motivated confident committed, disciplined and have strong will to take up challenges.

☞ DECLARATION:

I hereby declare that the above-furnished information is correct to the best of my knowledge.

Date: 07.06.2020
Place: Dhenkanal



Signature