 CURRICULUM VITAE

**BISHNUPATI SAHOO**

Plot No-40/1 Sisu Vihar

Patia, Bhubaneswar

**Mobile No**-8908612955

**E-Mail**:bishnupati225@gmail.com

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**Objectives:**

To be reliable asset to your organization by performing the assigned task efficiently through hard work and sense of commitment to spearhead both my professional and the organizational

Goals.

**Strengths:**

* Extensive experience in responsible Accounts Payable, Receivable and billing positions, consistently assumed increased responsibilities.
* Strong leadership and motivational skills; proven ability to quickly build report, establish trust, train and motivate people of all levels to achieve their maximum potential while attaining corporate objectives
* Recognized for professionalism, positive mental attitude, commitment to excellence, and demonstrated ability to communicate and interact effectively with senior management, associates, and customers.
* Proficient with accounting package software

**Areas of Expertise**

* Extensive Experience in Voucher Preparing, Voucher entry, Salary Preparation, Bank Deposit and bank withdrawal.
* Provide expert guidance and leadership to more junior staff
* Staffing activity of the department.
* Maintaining books stock and other reading materials.
* Dealing with client and handle account work.
* Maintaining Petty cash on daily basis, Book Keeping & Invoicing.
* Maintaining Labor payment (Construction Work)
* Maintain Branch Accounting.
* Bank Reconciliation Statement, Cash Reconciliation Statement, Debtor in Tally 9.
* Maintain Books of Account (General Ledger, Cash Book, Bank Book & Days.
* Maintain all statuary work such as TDS and GST.

**Employment History:**

* Currently working at **NIAT Computer Education** as an **“Accountant”** from **11/05/2015 till date**.
* 3 years 4 months working experience as an Accountant in **Sidhivinayka Multiprojects Pvt.Ltd**, Bhubaneswar **from** 06/01/2011 to 30/04/2015.
* 1 year 06 months experience in **Passport Brand Clothing Co. Pvt.Ltd, Kolkata** as an Asst. Accountant from 15/02/2008 to 30.09.2009.
* 1 year 02 months working Experience in **Payal Management Pvt.Ltd,Kolkata** as an Asst. Accountant from 15/12/2006 to 08/02/2008.

**Educational Qualification**

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| **Exam Passed** | **Board/University** | **School/College** | | **Year of Completion** | |
| B.Com | Utkal University | K.B.D.A.V Collage,Nirakarpur | | 2004 | |
| CHSE | Council of Higher Secondary Education,Bhubaneswar,Odisha | S.M.S College,Puri | | 2001 | |
| HSC | Higher Secondary  Education, Odisha | | Rautapada High School | | 1999 | |

**Professional Qualification**

* Knowledge of Account package including Tally ERP 9, Acc from **Brain Ware,** **Kolkata.**
* Pursued Diploma in Financial Accounting Course from **NIIT Bhubaneswar, Odisha.**

**Language Known**

Hindi, English, Oriya, Bengali.

**Personal Details**

Father’s Name: Gaurang Sahoo

Date of Birth: 10 July 1984

Marital Status: Married

Nationality: Indian

Special interest: Reading Novels and watching motivational video.

**Declaration**

I **Mr. Bishnupati Sahoo** do here by declare that all the above mentioned are true to best of my knowledge. A sense of sincerity & dedication lays in me everything I do.

Place: Bhubaneswar

Date: 26/08/2020 Signature