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Dinesh Kumar Maharana

Contact no: 8093168631

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### CAREER OBJECTIVE:

To be self-motivated leader with the ability to adapt rapidly changing technologies and environments with a strong desire to undertake challenging jobs and to work with the team to achieve the goals of the organization.

### TECHNICAL SKILLS:

**Operating system**:Windows XP, Windows Vista, Windows 2008 Server, Windows 7,8,10.

**MS Office** : MS Word, Excel, Power Point, Outlook express and Tally ERP-9

**Hardware** : Assembly, Installation

**Internship Detail:**

**Intern in JM & Associates**

Role Description:

* Physical stock verification
* Purchase & Sales entries in Tally, Bank Reconciliation Statement.
* Filing Return’s in GST, Ledger entries.

### WORK EXPERIENCE

**Store Manager in RM Enterprises**

Sep 2017 to till Dec 2018 (Bhubaneswar)

Job Role Description:

* Tally Operation
* Ledger book maintenance
* GST Return filing of various Entities
* Preparing Claim Discount reports, Issuing Credit & Debit note
* Cash and Bank Vouching, Purchase, and Sales ledger
* Set Target & Develop, Communicate & Monitor sales plan to achieve the targets & Tracking Staff Individual Performance every day.
* Achieve the assigned target
* Preparing MIS report and Register update for stock outward report, stock inward report, Global count, Stock Movement, Attendance,&Monthly Sales Analysis report.
* Maintaining availability, visibility and price communication of the product
* Looking after Store Operation, Inventory, safety and Employee’s welfare
* Managing the floor with a team of 24 employees
* Maintaining availability, visibility and price communication of the product.
* Visual Merchandising.
* Building and maintaining customer relation.
* Achieving sale target on daily basis.
* Take feedback and suggestions from customers regarding latest trends and products.

**Store Manager in Marcom Quiver**

(Bhubaneswar)

Responsibilities handled:

* Tally , GST return filing, maintaining Ledger, Day Book.
* Handles accounts receivables and accounts payables.
* Prepare financial statement.
* Prepare invoices and invoice payments
* Daily cash maintenance, invoicing, Voucher etc.
* Cash Handel
* Bank A/c maintenance.
* Making orders, Processing Daily invoice to the customers & Daily deposition of cash in company's Bank Account.
* Maintaining product stock
* Staff Recruitment, Documentation, salary record & exit formalities.
* Sales & purchase records maintenance & stock verification.
* Reconciliation and other daily routine work etc
* Editing activities
* Sales & Purchase Invoice, Feeding & Statement of various clients.
* Keeping of records of various clients & Recovery Correspondence.
* Issuing of letters to remind payment demands to the Client
* Preparing & presenting weekly & monthly management reports, cost& benefit analysis, productivity analysis & inventory turnover analysis & cost Variance analysis.
* Accounting and Entry of all Vouchers, Sale & Purchase Bills Preparation of Bill, Bank Reconciliation and other daily routine work etc.
* Daily Handling of customer, Making Good Relations with Customer & Dealers by Solve the Problems

### PERSONAL SKILLS:

* Excellent Communication Skills.
* Fast learner
* Work effectively with diverse groups of people.
* Adaptability to handle Changing Situation.
* Motivational Skill.
* Leadership Ability.
* Good listener

### EDUCATIONAL QUALIFICATION:

* B.com from Government college of Angul under Utkal University, Odisha.2014.
* +2 Commerce.: Government college of Angul , 2011.
* Matriculation: Rotery Public School, Under CBSE,Angul,Odisha,2009

### STRENGHTS:

* Good and constantly improving interpersonal & presentation skills.
* Have an above average organizational skills and ability to handle teams.
* Result oriented & hard working.
* Dedicated to the assignment given.
* Have a strong passion to meet and interact with people.

### HOBBIES/INTEREST:

* Painting
* Dancing
* Cooking

### PERSONAL DETAILS:

Name : Dinesh Kumar Maharana

Father’s name : Mr. Jayant Kumar Maharana

D.O.B : 8th August, 1991

Nationality : Indian

Sex : Male

Marital Status : Unmarried

Language Known : English, Hindi,Oriya.

Permanent Address : C/O: Mr. Jayant Kumar Maharana , Angul Odisha-759122

### DECLARATION:

I do hereby declare that all the above information given by me is true & authentic to the best of my knowledge and belief.

**Date- 20th Sep’19**

**Place - Bhubaneswar Dinesh Kumar Maharana**