***Covering Note***

Respected Madam / Sir,

With reference to the proposed requirement, this is in response to your advertisement published on Web site. I would like to place my candidature for **Support Head**,in your esteemed Organization **“**CYFRIEPRO- Bhubaneshwar, Orissa**”,** for your ready reference. Myself have been acquired different type of positions Professionally i.e. Project Director, Finance Manager, Chief Accountant, Account cum Administrator, Sr. Accountant, along with Sponsorship Coordinator simultaneously involvement in different programme in AGRAGAMEE, VIKALPA, NIPDIT, NYSASDRI, which are some of the leading National Level NGOS working many tribal belt in Odisha. Also I have gained experienced while working with OCTMP, Department of Water Resources, Govt. of Odisha funded by IBRD & IDA, World Bank & PHRD,Japan. Having more than 18 years (9 Years in NGO + 8.3 years in NGOs, Government of Odisha and companies i.e. (Govt. of India Undertaking) of experiences in different social development management project assigned by Government  & Non Govt. Organization, as well as having key skills i.e. Accounting, Finance Management, Fund Management, Budgeting, Financial Planning,Procurement,Record Management,StatutoryTax Obligation,Auditing,Compliance of Internal & Statutoryaudit finding by auditor, Reporting,Monitoring, Evaluation, Reporting, interpret to stakeholder, as well as provide the assistance to support staffs for reduces the fallacious and confusions in the financial related subjects along with all statutory tax obligation, I am interested for the vacancy position for opportunity to work for people through your collaboration .

I have experience with International donor Organization i.e. WORLP-Livelihood Project, HIVOS, Action aid, Specially worked with EU in Deutche Wealthungerhilfe Prog,Germany (**Associated in WHH/EU more than 8 years & presently worked with same Donor in programme “FANI”& BMZ/HIH,German**) German Agro Action (GAA Water Shed & Education), TereDess Home (German) Livelihood & Education, UNDP,CARPART, Ford Foundation of India, America Foundation of India, Christian Aid, Concerned World, Momentum Earth, Sampada, & World Bank (IDA & IBRD with PHRD previously on behalf of my previous organization.

As per my scope working environment, the experience must be in Watershed (Watershed based programme i.e. Food & Voice, Food Security, NRM, Food for work supported by above funding agency) Natural Resource Management with other community capacity building & health sector (HIV/AIDS& other programme ) & Education project (both Drop out & primary student affected poverty & inaccessibility prone area ) funded project which is already acquired in multi funding agency in 1999 to 2007 And 2008 to 2016 in world Bank project under water resource multi programme project through my previous & Present organization.

I have altruistic experience in problem solving with smooth & carefully along with user friendly as per requirement of funding simultaneously project stakeholder, implementer & minimization of financial management huddles and appraise to different funding, financial consultants, finance related person and attend the queries come out by them.

I have proven track record in Accounts, Finance management, Project Administrative areas, budgeting, financial planning, procurement, contract management, risk management, leading engagements, ensuring client satisfaction at different capacities and ability to thrive under pressure and with limited resources while executing project along with computer skill like MS-Office, Advance Excel, Internet, video conferencing, social media, and web management and on-line discussion meetings and conferences.

I am confident that my CV will appeal the selection committee, and open up an opportunity for a personal interview at your convenient, & please feel free to communicate if your high office is expecting any additional information and obliged.

**My expectation & CTO is as per your project norm. & if selected & offered to join in your esteemed Organization will be within 10 days.**

With warm regards



JAGANNATH SAHOO

***Curriculum Vitae***

# scan0078Post applied for : Support Head

# Name of Applicant : JAGANNATH SAHOO

* PermanentAddress : S/o Sri Joginath Sahoo

Late Sumati Sahoo

At.Kumbhar Sahi

Po. Talcher Town

Dist. Angul, (Odisha)-759107

* Present Address : At/Po : Kalinga Eye Hospital,

Dakhina kali Road Dist.: Angul-

Pin-759001 (Odisha)

* Personal E- Mail Id : [**jaga303@gmail.com**](mailto:jaga303@gmail.com)
* Mobile No. : 09437067668
* Date of Birth : 07PthP June 1976
* Marital Status : Married
* Major Responsible project : State Project Unit (SPU), Orissa Community

Tank Development and Management Project,

Department of Water Resource, Govt. of Odisha, Bhubaneswar, Odisha

* Water Supply & Sewerage Project, WAPCOS Ltd.Sambalpur, Odisha,A Govt. of India Undertaking, Ministry of Water Resource, River Development and Ganga

Rejuvenation, Gurugram, New Delhi

* Present place of Posting (if any) : **NYSASDRI, (**National Youth Service Action and Social

Development Research Instituion Associated with DFI

of United Nation),Dhenkanal ,Odisha

* **Education & Qualification :**

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| **Degree** | **Institute / University** | **Year** | **Division** |
| * PG in Commerce (Dip. in IBO) | IGNOU, New Delhi | 2007 | 2PndP Class |
| * PG in Commerce | IGNOU, New Delhi | 2011 | 2PndP Class |
| * MBA in Finance | Alagappa University, Tamilnadu | 2011 | 2PndP Class |
| * Graduate in Commerce | Utkal University, Odisha | 1997 | 3Prd |
| * Intermediate in Commerce | C.H.S.E, Odisha | 1994 | 3PRd |
| * Matriculation | B.S.E. Odisha | 1991 | 3Prd |
| * PGDCA | NISW. Jajpur Road, Odisha | 2002 | A |
| * Stenography & Typing | Carrier Commercial Institute | 1993 | A |
| * Tally ERP 9.0,(3.5) * Logger NGO Accounting Package * Ex-Account package | Agragamee |  | Excellent |

* Computer Literacy : PGDCA with Tally.ERP9, Ex-package,Logger NGO Accounting Package
* In **spite of to be considered Your CTO & my expectation is as per your project norm. if selected & offer to join in your esteemed Organization will be within 10 days.**
* History of employment with detail of working experience attached photo copy of all experience certificate

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| 0B**Post held** | 1B**Name of Organization** | 2B**Period from To** | 3B**Service in Year** | 4B**Nature of Duties/Responsibility** |
| Manager Finance & Accounts | **NYSASDRI,**(National Youth Service Action and SocialDevelopment Research Instituion Associated with DFI of United Nation)& Kalinga Eye Hospital ( Unit of NYSASDRI) | Ist March 2019 to ongoing | One Year | 9BOverall in charge in Finance ,Administration unit , internal & external controlling of this Unit i.e. Accounting, Financial Management Plaaning, Budeting, Fund Management, Auditing, Disburment to Donoragency,Procurement, Monitoring, Reporting, Monitoring Activity with plan,Tax obligation,(FCRA,IT,EPF,GST,) HR & Administration& records keeping all related account |
| 5BJunior Level Expert | 6BMega lift & Water Supply &Sewerage, WAPCOS Ltd. | 7B21st May 2018 to 31st Jan 2019 | 8 months | 9BOverall in charge in Finance unit & internal controlling of Finance Unit i.e. Accounting, Fund Management, Budget, Financial Planning, Auditing, Procurement, Monitoring, Reporting, Monitoring activity with plan,Tax obligation, HR & Administration |
| 10BACCOUNTS OFFICER | 11BKYPIPE ENGG Pvt. Ltd | 12B1st Dec 2016 to 13B15th May 2018 | 01 year & 6 months | 14BOverall in charge in Finance unit & internal controlling of Finance Unit i.e. accounting, fund Management, Budget, Financial Planning, Auditing, Procurement, Monitoring, Reporting, Monitoring activity with plan, Tax obligation, HR & Administration |
| Chief Controller of Accounts 15B(State Level Accountant) Consist of 29 nos. District through  out Odisha | **16BOrissa Community Tank Development Management Society (OCTDMS) under Water Resource Department, Govt. of Orissa** (This project is purely external Aided Project funded by **World Bank**) | 17B30th July 2008 To  31PstP Oct 2016 | **18B08 (Eight) years 03 months** | * Maintenance of accounting as per the project norm provided by World Bank and PIP-IV * To maintain accounts and records with respect to State & Districts. * To Operate & manage the Customized Bank Application (CBA) for financial management which is reform initiative for central schemes by Government of Odisha. It monitors the implementation of schemes in social sector and tracks funds disbursed by Government of India as well as Government of Odisha. As there are a large number of schemes on which funds are spent, CBA is an initiative by Government of Odisha to ensure funds management as per according to its intended purpose and maintain accounting * To allot the funds and manage the flow from SPU to DPUs timely as when required. * To prepare financial &physical reports statement, books, records etc. * To compile the expenditure figures submitted by the DPUs / SOs and any other miscellaneous expenditure on monthly, quarterly and annual basis. * To analysis of DPUs utilization through IUFR and provided the accuracy of fund allotment as per guideline world bank in Monthly & quarterly basis. * To consolidate the accounts from different units of the State project unit. * To Consolidate the DPUs accounts for quarterly through IUFR-1 (A) as per required of WB Finance Management Specialist * To Prepare the all type of financial report i.e Bank reconciliation, Receipt & Payment Accounts, Trial Balance and Balance sheet. * To Prepare & provide the Quarterly Interim Unaudited Finance Report (IUFR-01 to 05) for the disbursement claims of fund to World Bank, C &AAA, Department of Economic affairs,(i.e. IBRD LN & IDA Cr.), & acknowledge as same to other heads i.e. Department of Water Resource, New Delhi, Govt. of India and Department of Finance & Principal Secretary to Govt. Department of Water Resource, Govt. of Odisha, Finance Department, AG (Audit & Expenditure), * To facilitate the internal and external audit arrangements * To Provide the all information of accounting to Internal & External audit work in annually & quarterly as and when required * To coordinate and assist the Project Officers & Statutory Auditor in getting the account audited * To make compliance of any difficulty, deficit and confuse in accounts of External & Internal Audit worked by Chartered Firm in Auditing. * To provide the assistance to DPUs Staffs for reduces the fallacious and confusions in the financial related subjects. * To collaborate with the Project Officer in preparation of budget. * To assist, solve and compliance of any difficulty and confuse in accounts of External and Internal Audit team in auditing * To classify the expenditure and will maintain the account in accounting Tally Software. * To insure timely writing of cheques and other records of account. * To generate financial information as required from time to time. * To facilitate & guide the external Monitoring & Evaluation Consultant for preparation of financial software of the project. (Both Tank Level & SPU Level ) * To monitor the financial status of DPU Level (project & Programme) regarding categories wise. * To assist to Procurement Expert in Preparation of Financial manuals, procurement plan and costing for the project * To assist in financial vetting, deciding the most competitive bid on financial parameters, participating in financial negotiations. * To Budget preparation, ensuring effective and efficient fund flow. * To develop the Capacity building in the finance team of the project. * To Assist in Preparation of Annual Action Plan with all Unit heads/Expert of OCTMP * To prepare & return the statutory dues IT ,VAT,WCT,PT,EPF,ESI, Royalty & other tax in monthly and quarterly to concerned department, * To file return in tax of consultants (Staffs) and other beneficiary contractor in time. * To assist the financial team members including the Statutory Auditor in Income tax annual hearing at income tax officers. * Periodic visit to DPUs for monitoring of financial works by DPUS Accountants, * To Coordinate with DPU staff for preparing the report in component wise and reconcile as per report with book of Accounts and sending information to SPU. * Any other activities &function assigned by Project Director |

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| 19B**Post held** | 20B**Name of Organization** | 21B**Period from To** | 22B**Service in Year** | 23B**Nature of Duties/Responsibility** |
| Senior Accounts Officer | NIPDIT, Kandhamal in Odisha | Feb 2008 | 24BOne month | * Overall in charges in accounts & Finance for mentioned project i.e. Forest, Mining project & Disaster Management project supported by Oxfam Novib, and other funding like Action aid and micro finance project |
| Chief Accountant | VIKALPA Kantabanji, Bolangir | 15th June 2007 to Oct 2007 | 25B04(Four) Months | * Overall in charges in accounts & Finance for mentioned project i.e. Natural Resources Management & Livelihood project supported by UNDP, WORLP. * Consortium of VIKALPA,LOKDRUSTI,SSS,JMJ,BBS etc. supported by American Foundation of India, Chetan, Dhan Foundation with collaboration of National Rural Employment Guarantee Scheme at block level assisted for acceleration the NREGS activities throughout whole block & other funding like Action aid and micro finance project. |
| Chief Accountant  & Accountant | AGRAGAMEE  Kashipur,  Rayagada | April 15th  1998  to  30th April 2007 | 27B(Nine)28BYears 1 (One) Months | * Maintaining Cash Book, Ledger and all related accounts of various projects/programme undertaken by AGRAGAMEE time to time both from the Govt. of India/Orissa and Foreign Funding Agencies as mentioned below * Worked since 1998 to 2007 in specified project GAA watershed and Education project in water shed area and in 2004 funded under GAA European Commission (EC) in financial and administrative matters, * Cooperate on needs assessment and in collaboration with Programme Manager and Team Leader. * Provide technical support to the partner NGOs in accounting systems and financial reporting formats, especially with reference to requirements of international co-funding agencies. * HIVOS (Netherland),GAA & TDH (Bonn, German), Action Aid ,India (U.K.),Momentum Earth (Education Pro), Sampoda (Education) Ford Foundation of India, Oxfam GB * World Food Programme (NRM), OHFS, UNICEF, TATA Trust (Education) * Education Project – Innovative NFE (I, II & III) sponsored by MHRD, New Delhi. * Internal Audit of different project of AGRAGAMEE situated at different parts of Orissa * Financial Monitoring of Education Programme of all the centers situated at different project run by AGRAGAMEE * Analysis the budget with physical and making the fund request to funding agencies. * Provided the financial report to different agencies as per required. * Prepare F.C.Return to Home Ministry of India, deal with Provident fund and Income Tax Return of the Organization along with CST, OST VAT Return of organization (AmaSangathan worked on NTFP pulse Broom, Turmeric Garment Hardware etc. * Assist Project Team during Project Formulation and provided the financial information. * worked as Chief Accountant cum Financial Controller in UNDP support New Delhi * Involved in RCH Programme support by NFI and PFI New Delhi. * Analysis the Budget with reallocation of fund.   Overall in charge in financial control |

* Relevant Experience:

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| **Job Component** | **Organization and Brief Details of Exposure/ Responsibilities Handled Matching with Requirement\*** | **Exposure/Training** |
| Experience in managing finance, operations and administration for development projects: | In order to ensure that paucity of funds at any point of time is not a constraint for smooth implementation of the various activities which is implemented in District level which has been planned that fund will be transferred to the DPU in the form of advance which will be based on the work plans and Fund requisition and may be reviewed from time to time  The advance will be replenished as per actual utilization of funds and topped up on a monthly basis | * Exposure to IWMP, Tamilnadu for 6 days on Financial & Fund Management on People Org. 01st to 6th March 2013 * Training on procurement & contract management, ASCI, Hyderabad on 28th & 29th July 2011 * Training on Financial Management organized by UNDP New Delhi, at Delhi for 2 days (2006) & 2007 |
| Preparing and reviewing project plans and budgets; Monitoring the expenditure and costs against planned and delivered targets: | Review the expenditure incurred against proposed budget allocation i.e Budget variance in percentage and clarification of less or more than allocation.  For this purpose the proposed project programmes are running smoothly as per planning & accomplished at schedule time | * Training on Financial Management in the Geographically based programme India supported by German Agro Action (GAA), German as Sojajana Watershed Office Bhubaneswar for 5days(2004) |
| Reviewing day-to-day accounts and preparation of balance sheet, income and expenditure statements, receipts and payment statement and monthly financial reports: | At SPU level , daily basis check the report through accounts software and in DPU level, Monthly review as per mentioned statement | * Training on Project Formulation and Organisation supported by HIVOS for 5days (2003 |
| Capacity building of partners in financial management, preparing budgets and monitoring financial progress of the project: | Quarterly basis, whole finance beings who involved in this work , reviewed and decrease the discrepancy of staffs i.e ,difficulties in budget preparing , Bookkeeping , preparing the financial report and other cooperation with related staffs i.eprogramme staffs | * Training on Financial Planning In NGO with special reference to FCRA and Income Tax organized by OPDSC, Rayagada for 3days (2002) |
| Monitoring and analyzing funds utilized by the partner NGOs as per the timeline, activity and recommend release of further funds: | If partner organization will be utilized the fund in timely and honestly as per guideline and project norm,, the fund release immediately | * Training on Financial Management of NGOs organized by DRTC, CYSD, Bhubaneswar on 02nd to 4th February 2001. |
| Managing contracts for partner organizations, consultants and part-time staff: | If good coordination with these people , the project smoothly run and minimize the frustration and strongly make team sprit | * Training on Rural Entrepreneurship development programme supported by HIVOS on 02nd to 15th December 2000 |

I have more than 20 year experience in this field i.e. NGO (Development sector) &Govt. Org. and face to a lot of problem in my career. Since 1998 I have been working as Project Director, Finance Manager, Chief Accountant, Account cum Administrator, Sr.Accountant , along with Sponsorship Coordinator simultaneously involvement in different programme in AGRAGAMEE a leading National Level NGO working many tribal belt in Orissa which is inaccessible area Like Rayagada (Kashipur Block),Koraput (Dasamantpur Block), Nabarangpur (Tentulikhunti Block),Kalahandi (Th.Rampur & Mahaling Block), Nuapada (Nuapada & Boden Block),Kandhamal (Phiringia Block & Phulbani Block ),Mayurbhanja (Thakurmunda & Srukuli Block), Bolangir (Khaparakhol Block) and Malkangir of Odisha. I have also worked in WORLP Livelihood Project in Bolangir District, International Organization OXFAM Trust, OXFAM GB & OXFAM Novib, HIVOS, Action aid, German Agro Action(GAA), TereDess Home (German), BMZ, UNDP, Ford Foundation of India, America Foundation of India, Christian Aid, Concerned World, Momentum Earth, Sampada, previously on behalf of my previous organization. I have been face a lot problem in working area and solve these smooth, carefully and user friendly as per requirement with funding simultaneously project stakeholder and implementer. Minimization of financial management huddles and appraise to different funding financial consultants, Finance related person and attended the queries come out by them

My career is promoted in development sector to Govt. Sector. I felt so many different like heaven and earth because in NGO whole responsible & risks in financial controller or manager or Accountant but In Govt. is different .Hope I have fulfilled your requirement which is enclosed in Net. viz. (To Handle all Accounting Operations Like, accounts finalization, planning, budget, fund management, procurement, internal controlling, auditing, bank related Bank Reconciliation& others , Branch Accounts, GST, Excise, Vat, Sales Tax, Service Tax, F.C. return, Other day to day Routine Accounting Work, Coordination With Other Department. on Commercial & Accounts Issues, Reporting to H.O., Funds Management, Budgeting, Liasoning with Govt. Departments, Analysis etc) ,Assist to other team members i.e. programme officer, procurement officer, monitoring & evaluation officer along with administrator attached my resume for your kind reference. The major responsible project wasWorld Bank financed project of OCTDMS, Deptt. of Water Resources, Bhubaneswar, Govt. of Orissa worked as State Level Accountant (Chief Controller of Accounts) in Orissa Community Tank Management Society at State, Orissa and this is purely External Aided Projected funded by World Bank, U.K and Japan.

Also I was JL Expert (Office Manager) in **Water Supply & Sewerage Project**, **Sambalpur, Odisha, WAPCOS Ltd., A Govt. of India Undertaking, Ministry of Water Resource, River Development and Ganga Rejuvenation, Gurugram, New Delhi**

Above all, I feel to better handle and fulfilled the proposed assignment.

* **Name of Address of Reference**

1. Sm. ManvinderMamak, Sr. Financial Management Specialist, SARFM, The World Bank, 70 Lodi Estate, New Delhi – 110 003, India Mail ID:mmamak@worldbank.org, Phone No.: 91-11- 4147 96417, +91-11- 24652230, Mobile No. 09811605560,http://www.worldbank.org, relation with Professionally linked i.e.she is my chief finance specialist for reimbursement claim to world bank inour OCTDMS, Project, Dept. of Water Resource, Govt. of India

1. Dr. Sarangadhar Samal,Director NYSASDRI & Founder of Kalinga Eye Hospital (Unit of NYSASDRI), Dakhinakali Road,Dhenkanal,-759100,Oisha,Mobile No. 9437094372,Mail ID : [32TUnysasdri@yahoo.com](mailto:32TUnysasdri@yahoo.com)U32T, relation with Professionally linked i.e. he is chief function Authority of NYSASDRI & Kaling Eye Hospital ( a unit of NYSASDRI).
2. Subrata Roy, Partner of Roy Ghosh & Associates(Chartered Accountants), 545, G T Road South,Howrah - 711 101Phone No: 033 26380907/26386682/26380404Fax No: 033-26386682Mobile No: +919830049737,Mail Id : [royghosh@hotmail.com/](mailto:royghosh@hotmail.com/)[royghosh@gmail.com](mailto:royghosh@gmail.com)&[www.royghosh.in](http://www.royghosh.in) relation with professionally linked e.i. he is the internal/management auditor in OCTMP, Govt. of Odisha last 8 years since 2008 till 2017
3. Smt. Harapriya Panigrahi, Deputy Director, Directorate Treasure & Inspection, Odisha,Tel No/Mobile: 9438182903,E-Mail Address:[panigrahiharapriya@gmail.com](mailto:panigrahiharapriya@gmail.com)relation with Professionally linked i.e. he is my superior in finance on OCTMP, Govt. of Odisha

Date:03/03/ 2020

Bhubaneswar, Odisha

(JAGANNATH SAHOO)