**RESUME**

**JYOTI RANJAN BADATYA**

***j.r.badatya@gmail.com***

**Mob: *7894492820***

**Career Objective**

I would like to be a part of an organization where I could use and enhance my *Accounting & Taxation knowledge and Skills* for the development of both the organization and myself.

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board & University** | **Year** | **Percentage** |
| GST Account Assistant | BFSI Sector Skill Council of India | 2018 | Grade A |
| B.com (Accounting) | Prananath Autonomous College, Khordha | 2014 | 63% |
| 12th Commerce | Prananath College, Khordha | 2011 | 72% |
| Matriculation | Syed Mumtaz Ali High School, Jadupur | 2009 | 72% |

**Computer Skills**

* **Advanced Excel** 
  + - Pivot table
    - Macro
    - Dashboard
    - Financial functions
* **Tally Erp.9**
* **BUSY Accounting Software**
* **Marg Erp.9**
* **GST utilities**
* **E-filling Utilities (JAVA, Excel)**

**Experiences**

1. **Working in Patnaik & Co [CA Firm] from August 2014 to 15th May 2018.**

**Job Role:**

1. **Preparation of financial statements.**
2. **Collecting, Checking and analyzing excel data.**
3. **Examining Company Accounts.**
4. **Preparation of Bank Reconciliation Statement.**
5. **Filling Income tax returns.**
6. **Working as Freelancer in Accounting and Taxation Field from May 2018 to Aug 2019.**

**Job Role:**

1. **Preparing Final Accounts.**
2. **Providing Customized Excel Utilities.**
3. **Filling Income Returns.**
4. **Recording Entries in Accounting Software.**
5. **Filling GST Returns.**
6. **Working in Dalma Comforts & Entertainment Co. Pvt. Ltd as Accountant from Aug 2019 to Till Date.**

**Strength**

* Detail Oriented.
* ***Willingness to learn***.

**Personal Profile**

**Name** : Jyoti Ranjan Badatya

**Date of Birth** : 21thMay 1994

**Father’s Name** : Jayaram Badatya

**Permanent Address**  : At/Po-Dumuduma

LIG**-**1340, Phase-II

City-Bhubaneswar

Pin: 751019

**Marital Status** : Unmarried

**Nationality** : Indian

**Religion** : Hindu

**Languages known** : Oriya, Hindi, English

**Declaration**

I hereby declare that the above particulars stated by me are true to the best of my knowledge and belief. If any discrepancies are detected by the authority, then I will be responsible for that.

Place:

Date: Signature of the Candidate