**NILAMBAR BEHERA**

**Ortel Communication Ltd.**

**Paralakhemundi, Gajapati**

**Mobile No- 7978341290, 9090272943**

**Email ID:** [**nilambarmba@gmail.com**](mailto:nilambarmba@gmail.com)

**nilambar4596.ortel@gmail.com**

**OBJECTIVE**

I would like to join a Company that offers PROFESSIONAL GROWTH while being resourceful & flexible, which can provide me the right opportunity to serve & at the same time enrich me with fresh ‘n’ new experience which I keenly desire for.

**WORK EXPERIENCE**

**2 ORTEL COMMUNICATION LTD**  
Designation: Operation Executive with Accounts, Billing & Store.  
Duration: July 2015 to till date  
Location: Paralakhemundi

**Roles and Responsibilities**:

* Handling all the branch staff and to make Branch into profit.
* Recording transactions in daily basis, maintaining books of accounts.
* Maintaining Store accounts, Bank Reconciliation Statement, deposit.
* Maintaining Stock Register & Bill Processing
* Preparation of Monthly Financial reports, MIS like Daily Collection Report.
* Maintaining books of accounts, Bank Reconciliation Statement.
* Recording transactions in Company Software in ERP
* Preparation of Companies BRS.

**1 ICICI BANK LTD**

Designation: Officer

Duration: 8th April 2013 –15th December 2014

Location: Angul

**Roles and Responsibilities:**

* Insurance Lead generates.
* Convert the leads into business.
* Sourcing savings and Current account.
* Sourcing of other Bank Insurance Lead generates.
* Upgrading the product knowledge
* Indentifying prospective clients, generating business from existing customer.
* Involving market segmentation & penetration strategies to achieve targets.
* Ensuring maximum customer satisfaction.
* Self up gradation by acquiring knowledge and attending seminars .

**EDUCATIONAL QUALIFICATION**

* Done MBA in Finance & Marketing from BPUT University, DRIEMS College in 2012
* Passed B.COM (Accounting Hons.)from F.M University,Upendra Nath College in2010
* 12th from Council of Higher Secondary Education,Upendra Nath College in 2007
* 10th from Mulkaida High School, Balasore, Orissa in 2005.

**COMPUTER SKILLS**

* MS Office (MS - Word, MS – PowerPoint, MS- Excel)
* Knowledge of Accounting Package – TALLY AND ERP

**HOBBIES**

* Playing Cricket, Watching TV, Listening Music.

**PERSONAL PROFILE**

Father’s nameMr. Biswanath Behera

Mother’s name Mrs. Lilabati Behera.

Date of birth 13th Oct 1989

Nationality Indian

Gender Male

Marital status Married

Language Known English, Hindi, Oriya

Permanent Address Subhadrapur, Gopalpur,

Cuttack -753011, Odisha.

Date-

Place- Cuttack

I hereby declare that all the statements made here is true to the best of my Knowledge.

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Nilambar Behera