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| **PRADEEP KUMAR SAHOO**  Email- Pradeepsilu20@gmail.com **Mob: +91-7008138262** M.COM (Utkal University)  Personal Data -  Name: PRADEEP KUMAR SAHOO  **Date of Birth : 10th May 1990**  **Marital Status : Single**  **Gender : Male**  **Nationality : Indian**  **Religion : Hindu**  **Language Known:**  **English,Hindi,Odia**  Present Address:  C/O: Aviram Sahoo  **Name :Pradeep Kumar Sahoo**  Khandagiri  Bhubaneswar  Odisha | CURRICULAM VITAE    Carrier Objective  **To deliver the best through continuous understanding of  business processes, in accordance with the company’s objectives and value system to contribute to the growth of the organization.**  Work Experience(Now at)  Organization: **LNAR ASSOCIATES (P) LTD.**  Location : Bhubaneswar  Designation : **Assistant Manager (Accounts )**  Job Responsibility.   * Vendors Reconciliation. * Prepared Daily Cash & Bank Balance reports. * Resolved billing & Payment issue with supplier. * Prepared Weekly and monthly Financial Reports. * Experience with computer programs including Excel and Word. * Reconciling Bank Statement. * Responsible for general accounting duties. * Prepared Cash, Bank, Journal Vouchers& Debit /Credit notes. * Prepared Purchase & Sales GST bill * Managed TDS deductive part. * Assisted with internal Audit. * Preparation and analysis of general ledger activities, reconciliations and journal entries. * Assisted with Bank work * Well versed with Tally Software   Work Experience(4 Years)  **Organization: Location: Designation :**  J. Pradhan &co. Bhubaneswar Audit Asst.  NDHS (P) Ltd. Bhubaneswar Accountant   RKD Construction (P) Ltd. Bhubaneswar   Assistant Manager (Accounts & Audit)) |  |  |

Education Profile

**Higher Qualification**-**M.Com-(UTKAL UNIVERSITY), ODISHA**

**Pursuing CMA-Inter (The Institute of Cost & Management Accountants of India)**

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| EXAMINATION  PASSED | BOARD/UNIVERSITY | YEAR OF PASSING | TOTAL MARKS | MARKS SECURED | % OF MARKS |
| M.com | UTKAL UNIVERSITY  ODISHA | 2017 | 1800 | 1085 | 61.00 |
| B.Com  (Hons-Accounting) | KENDRAPARA AUTONOMOUSCOLLEGE  (UTKAL UNIVERSITY) | 2011 | 1800 | 1086 | 61.00 |
| +2 COMMERCE | PATTAMUNDAI COLLEGE PATTAMUNDAI  (CHSE), ODISHA | 2008 | 600 | 378 | 63.00 |
| 10th | BOARD OF SECONDARY EDUCATION, ODISHA | 2006 | 750 | 451 | 60.00 |

Computer skills

**Office Tools**    
**MS Office 2000, 2003, 2007& 2010**

**Tally-ERP 9.0**

Personal Skills and strength

Organized Quick & learner

Dedication to work &willing to learn.

Hard working & Goal Oriented.

Declaration

***I do hereby declare that all the above furnished particulars are true and correct to the best of my knowledge and believe.***

Date 

Place**: Bhubaneswar Signature**