**BABRUBAHAN BEHURIA**

Mob. No.-**9667569646/9557747881**

**Mailing Address:-**

Plot No.452,Chitamaniswar Petrol Pump.

Near Gugnani Honda Service Center.

Cuttack Road,Bhubaneswar-751006

Odisha.

[**eMail-babru1981@gmail.com**](mailto:eMail-babru1981@gmail.com)

**To,**

**The HR Manager,**

**Sub: Submission of Resume for the Post of Accounts.**

Dear Sir/Madam,

Your esteemed organization’s reputation in term of grooming young Accounts and professional work culture, future prospects & financial rewards has motivated me to apply for the above mentioned post.

# Passed ICWAI/Recently know as CMA (Inter) in December 2004.Having total experience of 15 years on every aspect relate to Accounts & Finance, Taxation & Auditing and having 2.5 year basic knowledge in GST.

I am looking for challenging position in a company where my professional knowledge and capabilities are utilized for the best growth of organization and also my career.

Looking forward to an Opportunity to convince you of my capabilities.

**With Regards,**

**(BABRUBAHAN BEHURIA)**

**Encl:** Copy of

**All mention relating to document will be submitted at the time of Interview.**

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**Expected Salary - Negotiable**

**SYNOPISS**

* ICWAI/Recently know as CMA (Inter) with **15 years’ experience** in areas of **Accounts, Audit**, **Balance Sheet, Profit & Loss Accounts, finalizations of Accounts, and Taxation** & **1 year brief knowledge in GST.**
* Having conceptual Knowledge of **Cost Accounting Standard** & **Accounting Standard.**
* Having Strong **Communication** & Negotiation **Skill.**
* **Advanced** Knowledge of **Tally (ERP), MS Word & Internet.**

**Objective:**

* Making **relationship** with a Premier organization and keep **acquiring knowledge** for continuous **growth of both of the Company as well as myself** as a professional.

**ACIEVEMENT**

1. Achieve Certificate on Accounts & Finance from **XIM, Bhubaneswar** Conducted by OTDC ltd (Odisha Tourism & Development Corporation), Odisha.

**Employment Details:**

**Working as Senior Accountant from 01.10.2018 to till date in Aditya Creation(Trading Company),Bhubaneswar, Odisha**

Assignment Given**:**

* Maintained all book keeping accounting e.g.Sale Register, Purchase Register, Journal Register, Bank Book, Cash Book, Bank reconciliation, Stock Register of the Company.
* Calculate Goods and Service Tax (GST) and TDS of the Company.
* Preparation of Fund Flow and Cash Flow, Balance Sheet, Profit & Loss, Annual Accounts and Finalization of Accounts of the Company.
* Brief knowledge of Return Filing eg.GST Return, TDS Return of the Company.
* Solve all Audit Compliance of the Company

**Worked as Senior Accounts Executive in Oct, 2014 to 31st August 2018(3.10 years) – Excel pack Private Limited(Manufacturing Company), New Delhi as Senior Accounts Executive.**

Assignment Given**:**

* Maintained all book keeping accounting eg.Sale Register, Purchase Register, Journal Register, Bank Book, Cash Book, Bank reconciliation, Stock Register of the Company.
* Calculate of Excise Duty, Custom Duty, VAT, Service Tax & Goods and Service Tax (GST) of the Company.
* Preparation of Fund Flow and Cash Flow, Balance Sheet, Profit & Loss, Annual Accounts and Finalization of Accounts of the Company.
* Brief knowledge of Return Filing eg.GST Return, Excise Return, VAT Return, Service tax Return, TDS Return and Sale Tax Return of the Company.
* Solve all Audit Compliance of the Company.

**July, 2013 to Sept, 2014 (1.2 Years) In Intelligence Security of India(Service Industries), New Delhi as Accounts Manager.**

**Assignment Given:**

* Maintained all book keeping accounting e.g. Sale Register, Purchase Register, Journal Register, Bank Book, Cash Book, Bank reconciliation, Stock Register of the Company
* Calculate VAT, Service Tax and TDS of the Company.
* Preparation of Balance Sheet, Profit & Loss, Annual Accounts and Finalization of Accounts of the Company.
* Brief knowledge of Return Filing e.g. Service Tax Return, TDS Return and Sale Tax Return of the Company.
* Solve all Audit Compliance of the Company.

A**ugust 2010 to January 2013 (2.5 Years), In NGO named ‘COMMONMAN’, Odisha as Accounts Officer.**

**Assignment Given:**

* Maintained all book keeping accounting e.g. Sale Register, Purchase Register, Journal Register, Bank Book, Cash Book, Bank reconciliation, Stock Register of the Company
* Calculate VAT, Service Tax and TDS of the Company
* Preparation of Fund Flow and Cash Flow, Balance Sheet, Profit & Loss, Annual Accounts and Finalization of Accounts of the Company.
* Brief knowledge of Return Filing e.g. Service Tax Return, TDS Return and Sale Tax Return of the Company.
* Solve all Audit Compliance of the Company.

**May’2005 to June’2010 (5.1 Years) In OTDC Ltd(Odisha Government). (Odisha Tourism Development Corporation), Odisha as Assistant Manager (Accounts)**

**Assignment Given:**

* Maintained all book keeping accounting eg.Sale Register, Purchase Register, Journal Register, Bank Book, Cash Book, Bank reconciliation, Stock Register of the Company
* Calculate VAT, Service Tax and TDS of the Company
* Preparation of Fund Flow and Cash Flow, Balance Sheet, Profit & Loss, Annual Accounts and Finalization of Accounts of the Company
* Brief knowledge of Return Filing eg.Service Tax Return, VAT Return TDS Return and Sale Tax Return of the Company
* Solve all Audit Compliance of the Company.

**July’2002 to July’2004(2 Years) In SBN & Associates (Charted Firm), Odisha as Senior Accountant.**

**Assignment Given:**

Working on Internal Audit as well as Statutory Audit of **various Organizations**

* To scrutinized all book keeping accounting eg.Vouching,Sale Register, Purchase Register, Journal Register, Bank Book, Cash Book, Bank reconciliation, Stock Register of the Company
* To scrutinized Calculation of VAT, Service Tax and TDS,CST,Excise Duty of the Company
* Preparation of Fund Flow and Cash Flow, Balance Sheet, Profit & Loss, Annual Accounts and Finalization of Accounts of the Company
* Basic Knowledge of Return filling eg. Income Tax Return, VAT Return, TDS return, Service Tax returns & Excise Return of the Company.
* Conducted Internal Audit & Statutory Audit of various Organizations.
* Brief knowledge of Tax Audits of Various entities.
* Act as an Insurance Surveyor.

**Strength**

**1.** Ready to take Challenge for Object Visional Goal with my Strong Determination, Dedication, Hard Work & Pleasing Personality.

**2.** Love to Work under Pressure.

**Weakness**

1. Very Serious About Mistake.

**Scholastics*:***

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE NAME** | **BOARD/UNIVERSITY/INSTITUTE** | **YEAR OF PASS** | **% of Mark** |
| ICWAI (Inter) | ICWAI, Kolkotta | Dec,2004 | 52 |
| B. Com / +3 Commerce | Utkal University, Odisha | 2001 | 49 |
| +2 Commerce | S.N College, Rajkanika,Odisha | 1998 | 48 |
| 10th | Board of Secondary Education of Odisha, | 1996 | 44 |

**Computer Proficiency*:***

* Well versed with MS Office,
* Working knowledge of MS Excel & Tally (**ERP).**

**Personal Details:**

Date of Birth **: April 05, 1981**

Father’s Name **:** Basudev Behuria

Father’s Occupation**:**Retired

Permanent address**:**At-Bandhapara

Po-Barunadiha

Via-Rajkanika

Dist-Kendrapara

Odisha-754220

Sex : Male

Marital Status : **Married**

Language Known : English, Hindi & Oriya

**Hobbies:**

* Playing Cricket
* Reading News Paper
* Making Friendship

**Declaration:**

I declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

**Date: (BABRUBAHAN BEHURIA)**

**+919667569646/9557747881**

**Place: Bhubaneswar**