Resume 

**PRASANTA KUMAR BEHERA**

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Email: prasanta,sudarshan@gmail.com

**Career Summary**

17 years experience in accounts, admin , HR , legal . Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

**Personal Qualities**

* Good communication skills
* Good analytical skills
* Keen observer
* Trustworthy
* Smart working ability
* Multitasker

**Technical Knowledge**

* MS office
* Tally 9
* Internet Savvy

**Key Responsibilities Handled**

**Accounts**

* Preparing and analyzing accounting records and financial statements reports
* **Compute taxes** owed and prepare **tax returns**, ensuring compliance with payment, reporting and other tax requirements.
* Avoiding outstanding expenses and managing the petty cash
* Assigning entries to proper accounts
* Preparing periodic reports to compare budgeted costs to actual costs.
* Handling ledger accounts and keeping the check for any invoices or payments
* Preparing manuals for accounting and bookkeeping
* Provide internal **auditing** services

Doing supervisory work of premises and resolves all needs of premises like repair & maintenance

**Human Resource and Administration**

* HR activities like joining and induction process for new joinee.
* PF ,ESI calculation and timely deposit and taking necessary step for for employee for getting benefits on it.
* Filling of vacancies by collecting data from various sources and recruiting manpower through recruitment process of the company.
* Office management.

Operation audit of various branches  
Doing supervisory work of premises and resolves all needs of premises like repair & maintenance

**Stock keeping**

* Stock keeping in books and physical verification monthly and placing indents as per requirement from various department of company

**Legal**

* Lessoning with Govt agencies regarding licence, insurance and other required
* Attending legal cases and drafting of document and guiding company HO regarding cases and dates

**Employers**

* Accountant, Appolo Builder for 2 years
* Sr. Accountant in Nigama Comptech Pvt Ltd for 3 years
* **Working as Sr Manager Accounts and internal auditor in VLCC Health Care Limited from 2007 till date**

**Achievements**

* **Awarded as Best Employee in accounts in VLCC Health Care Limited for the year 2014-15**

**Academic Qualifications**

* M.Com from Berhampur University
* MBA (Finance) from Pondichery University
* LLB from Utkal University

**Personal Details**

**Date of Birth:** 05/07/1974  
**Languages Know:** English, Hindi, Odia  
**Hobbies:** Travelling, Making friends  
**Address:** L-404, Baramunda Housing Board Colony, Bhubaneshwar-751003

Date-

Bhubaneshwar Prasanta Kumar Behera