**Resume**



**SHITIKANTHA MISHRA**

**Plot No.-59,Madhusudan Nagar**

**Unit-IV,Bhubaneswar**

**PIN-751001**

**PHONE- 7008162919, 9040114796**

**Email:** [**deepumishra.mishra@gmail.com**](mailto:deepumishra.mishra@gmail.com)

**Career Objective:**

Seeking a final placement in your esteemed organization to the utilize the plethora of skills. I have developed during my career, with an eventual goal of assuming responsibility and proving myself as the best asset to the Organization.

**Strengths:**

* Dedicated towards my aim.
* Committed, Punctual.
* Confident, Disciplined.
* Leadership qualities and also obedience when working as a subordinate.

**Experience: 17 year +**

1. Currently working **as Finance Manager** in **UBN software solution Pvt. Ltd** and groups of company from Apr’21 to till date.
2. 2year 7 month experience as **Finance & Accounts Manager** in **Tech-med healthcare & Diagnostics Pvt. Ltd**. at Bhubaneswar from May’18 to Dec’20.
3. 3year 11 month experience as **Asst. Accounts Manager at ZHL- 102 ambulance project of NHM.** From June’14 to May’18.
4. Four year and four month experience as **Branch Manager Cum Sr. Accountant** in **Talwalkars Better value Fitness Ltd. Bhubaneswar branch**  from Jan2010 to Apr’14 date
5. Four years four months experience as senior accountant in **M/s Padhee’s Group (Padhee’s Tutorial Pvt. Ltd. KIIMS College, KBRC College)** from Aug’06 31 Dec 2009.
6. Two years one months experience as a junior accountant in **M/s S.C. PADHEE MINES, JODA** from July’04 to July’06.

**Special hand in : Tally, Excel & ERP.**

**Best skill : Business Analysis on data.**

|  |  |
| --- | --- |
| **Sl No.** | **Job profile:** |
| **1** | **TDS deduction& Reconciliation and filing** |
| **2** | **GST work ( GSTR1,3B,GSTR9,Revocation)** |
| **3** | **Tender bidding (Govt. E-tender processing, preparation BOQ and Supporting Doc.)** |
| **4** | **Predation of finance and accounts MIS.** |
| **5** | **Validating Trial Balance** |
| **6** | **Finalization of balance sheet in tally & manual.** |
| **7** | **ROC Work** |
| **8** | **Liaoning with Government official and bank official.** |
| **9** | **Strategy planning for profitable operation activities.** |
| **10** | **Process devloping for the growth and cost saving to the organization.** |
| **11** | **Data Analysis to avoid threats of loss.** |
| **12** | **Validating Data of Sales and purchase.** |
| **13** | **Validating Quotation for procurement.** |
| **14** | **Sundry Debtors Outstanding & Ageing** |
| **15** | **Sundry Creditors Outstanding & Ageing** |
| **16** | **Verification of Provision Tracker, Prepaid Tracker ,Utility Tracker on monthly Basis** |
| **17** | **Asset and stock Audit.** |
| **18** | **Inter-branch balances reconciled.** |
| **19** | **Finalization of Accounts Payable.** |
| **20** | **Reporting with management.** |

**Academic Background:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam appeared** | **Name of Institution** | **Percentage Obtained** | **Year of Appearance** |
| H.S.C | B.N. high School, Anandapur | 58 | 1999 |
| C.H.S.E | Anandapur College, Anandapur | 40 | 2001 |
| Degree in comm..  (Accounting hons) | Anandapur College, Anandapur | 56 | 2004 |

**Computer Knowledge:**

P.G.D.C.A, MS DOS, COMPUTER FUNDAMENTALS, MS OFFICE, TALLY, INTERNET, ONLINE ERP.

**Personal Profile:**

Father’s Name : Mr. Niranjan Mishra

Date of birth : 6th June 1984

Sex : Male

Marital status : Married

Language known : English, Hindi, Oriya

Permanent Address : At- Balabhadrapur Sason

Po- Anandapur

Dist- Keonjhar

Pin- 758021

Orissa

**Declaration:**

*I do hereby declare that the statements mentioned above are true to the best of my knowledge and belief.*

*Date: 21st July 2021*

*Place: Bhubaneswar*  ***Shitikantha Mishra***