

**Santanu Kumar Sahoo.**

M.B.A (Finance & Marketing)

At-Dagarasahi, Po-Charampa, Dist-Bhadrak, State-Odisha, India, Pin.No-756101.

[Email.Id-sntn.sahoo@gmail.com.](mailto:Email.Id-sntn.sahoo@gmail.com.)

Phone.No-+91 8908845155.

*To be a part of an organization where I can take up challenges and execute them with the best of my skill and ability, resulting in growth of the organization, and to achieve technical competence through a highly challenging job in the field of Accounts and Finance*

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| **HIGHLIGHTS** |
| **Rich experience in Bank Audit & L.F.A audit through C.A Firm.**  **Extensive knowledge in Indirect Tax.**  **Live Experience of handling Sales Tax Assessments.**  **Cost Sheet Preparation of Projects.**  **4years exclusive experience in the field of Audit.**  **Excellent skill in Tally Accounting Package**.  **Quick learner**  **Good inter personal skills and ability to work under pressure.**  **Ability to build team environment.**  **Live experience towards finalize the balance sheet and audit with the help of Finance leader.**  **Won many Excellency certificates in the field of Internal Audit.** |

**Profile**

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* Rich Experience in Fund Management.
* Ability to function as a team player and alternatively work independently to achieve objectives.
* Excellent problem solving and troubleshooting skills.
* Demonstrated ability to manage multiple tasks and deadlines.
* Fluent in English and Hindi.

**Expertise summary**

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* Very good understanding in GST & Value Added Tax.
* Responsibility towards proper utilization of Statutory Forms Like-C-Form,H-Form, Waybill, E-I,

E-II forms.

* Proper management of Site Accounts.
* Extensive knowledge in accounting.
* Expertise towards the bill passing of the vendors.
* Basic understanding of banking elements Like- (L.C, B.G, Stock Hypothecation statement etc.)

**Computer Skills**

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* Computer Basics.
* Microsoft Office (Word, Excel, Power Point, Outlook)
* Well versed with internet.
* Accounting Package : Tally 9.0
* Language Known: C, C++.
* Typing speed per minute 45 letters.

**Professional Qualification**

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| **PARTICULARS** | **NAME OF INSTITUTION** | **YEAR OF PASSING** |
| M.B.A (Finance & Marketing) | Utkal University,Bhubaneswar | 2014 |

**Technical Qualification**

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| **PARTICULARS** | **NAME OF INSTITUTION** | **YEAR OF PASSING** |
| COPA (Computer Operator Programming Assistant) | I.T.C,Charampa (NCVT & VT) | 2006 |

**Academic Qualification**

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| **PARTICULARS** | **NAME OF INSTITUTION** | **YEAR OF PASSING** |
| B.A (Hons) | F.M University,Balasore | 2005 |
| +2 (Arts) | Bhadrak Junior College,Bhadrak | 2002 |
| 10th | B.S.E,Odisha | 2000 |

##### Industrial Exposure

**Name of the Organization :-M/s.Archeeta Projects Pvt. Ltd.** (Solar & Electrical Construction Company)

**Address :-**Plot.No-481/2921, At-Sovrampur, Balia, Balasore, Odisha, India, Pin.No-756001.

**Designation :- Partner Cum Accounts Manager.**

**Period From :-** 01st April 2019 to Till Date

**Notice Period :-**30 Days.

**Job Responsibility:-**

* Preparation Trading Account, Profit & Loss Account and Balance Sheet.
* Monthly GST return (GSTR-1 & GSTR-3B), TDS liability preparation.
* Stock Hypothecation statement submission to Bank monthly for C.C Account.
* M.I.S preparation and checking (Cash Balance,Bank Balance,B.G Balance,Debtors outstanding,Contractors outstanding etc ).
* Visit to Clients for outstanding collection and follow-up.
* Visit to work location for verification of work.
* Sub-contractors bill passing.
* Sale bill preparation, Stock verification, Salary preparation.
* Helping to the partner towards marketing the products.
* Analysis with the business partner towards the sale increase, outstanding payment and outstanding collection.

**Name of the Organization :-M/s.Span Pumps Pvt. Ltd.** (Solar Construction Company).

**Address :-**1001, Tower-2, Monteral Business Centre, Banner, Pune, Maharastra, Pin.No-411045

**Designation :- Accounts Executive.**

**Period From :-** 12th May 2014 to 23rd March 2019

**Notice Period :-**30 Days.

**Job Responsibility:-**

* Handling branch accounts.
* Monthly GST Return & TDS return preparation,
* Weekly branch reconciliation and weekly debtors and creditors ageing report preparation.
* Weekly Fund Requisition statement preparation.
* Monthly budget Preparation.
* Bill passing of contractors and sale bill preparation.
* Salary preparation & disbursement.
* Collection report preparation and discussion with H.O.
* T.A & D.A Bills Settlement.
* Monthly expenditure Sheet preparation district wise.
* Handling Statutory Compliances like-TDS, VAT & GST.
* Correspondence with H.O and compliances.

**Name of the Organization :-M/s.Siddhartha Engineering Limited (**Electrical Construction Company).

**Address :-**Plot.No-1015, Nayapalli, N.H-5, Bhubaneswar, Odisha, India, Pin.No-751012.

**Designation :- Accountant.**

**Period From :-** 03rd Nov 2009 to 28th Feb 2012.

**Notice Period :-**30 Days.

**Job Responsibility:-**

* Preparing monthly & annual E-returns like-VAT, ET, CST, WCT, PT.
* Preparing E-requisition like –E-“C”-Form, E-“H”-Form-E“Way Bill”etc.
* Yearly VAT Audit report preparation and VAT clearance Certificate.
* Daily wise follow up like-pending E-1 Forms,C-Forms etc and all kind of Billing Preparation.
* Sales Tax Assessment work preparation.
* Preparation of MIS reports, bank vouchers, cheque payments and verification of all payment and receipt vouchers.
* Reconciliation of Bank Statements. Checking and processing bills of contractors, vendors and service agencies.
* Oversee the bookkeeping activities which includes maintain of general ledgers, accounts payable & accounts receivables.
* Reconciliation of creditors & debtors book and reconciliation of site accounts.
* Checking of T.A. Bills and Interact with internal & external auditors in completing audits

**Name of the Organization :-M/s.P.K Ores Pvt Ltd** (Mines & Minerals Construction Company).

**Address :-**A/143, Sahid Nagar, Bhubaneswar, Odisha, India, Pin.No-751007.

**Designation :- Accountant.**

**Period From :-** 05th August 2008 to 30th Oct 2009.

**Notice Period :-**30 Days.

**Job Responsibility:-**

* Maintaining Cash and Bank Book, Bank reconciliation statement Verification, Bill preparetion,sub-contractor payment preparetion,Creditors & Debtors outstanding List, Salary preparetion,Debit-Note & Credit-Note, Cash-Payment Voucher Verification, Bank- Payment voucher Verification, Journal-Voucher Verification, Physical stock verification.

**Name of the Organization :-M/s.Nava-Barat Fertilizers Ltd** (Manufacturer of Fertilizers).

**Address :-**Opp.Sri Chaitanya College, S.R Nagar, Hyderabad -38, Andhrapradesh.

**Designation :- Jr.Exe.Internal Auditor.**

**Period From :-** 01th July 2007 to 30th July 2008.

**Notice Period :-**30 Days.

**Job Responsibility:-**

* Branch Audit and all kinds of record verification like:-cash book verification, bank book verification, payment vouchers verification, journal vouchers’ verification, all kinds of sales report verification like-DAR,weekly report, Service report etc.Statutory deduction verification like-shop establishment paper verification,ESI,PF,PT,VAT,TDS etc verification. Stock point audit with all document verification. Production unit audit and all document verification. Audit report preparation and presentation.

**Name of the Organization :-M/s.Tarini Rubber Industries Pvt. Ltd.** (Manufacturer of Rubber Products).

**Address :-**Po-Charampa,Dist-Bhadrak, Odisha, Pin-No-756101.

**Designation :- Accounts Assistant.**

**Period From :-** 01th May 2006 to 30rd June 2007

**Notice Period :-**30 Days.

**Job Responsibility:-**

* Manual Cash Book and ledger entry as well as Tally entry, Purchase bill checking and entry, Sale entry, stock journal, stock verification, preparation of labour payment statement, Cheque deposit, cash disbursement to labours. Daily labour sheet maintain.

**References:-**

* **Mr.Satya Narayan Patro** (Leader in Finance & Accounts)

[Span Pumps Pvt Ltd, Pune, Maharastra, Ph.No-9518341240]

* **Mr.Lulu Mohapatra** (Accounts Manager)

[PATTNAIK STEEL, Keonjhar, Odisha , Ph.No-7381440738]

* **Mr. Mukesh Kumar Gupta (Accountant )**

[C.I.P.E.T, Bhubaneswar, Odisha, Ph.No-9090226860]

**Personal Summary:-**

Date of Birth :- 25th May 1985.

Father’s Name :- Narendra Kumar Sahoo.

Marital Status :- Married.

Nationality :- Indian.

Religion :- Hindu.

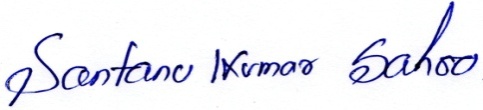
Hobbies :- Reading & watching news, Social activity in leisure time.

Strengths :- Hard working.

Language Known :- Oriya, Hindi .English.

**Declaration:-**

*I hereby declare that the above-mentioned information is correct up to my knowledge and i bear the responsibility for the precision of the above-mentioned particulars.*



Place : -Bhadrak.

Date : -07.01.2020. **(Signature of the Candidate)**