|  |  |
| --- | --- |
| **CURRICULUM VITAE** Bijay Kumar Sahoo **B.COM, with TALLY ERP 9** | |
|  | |
| ***Permanent Address***  *C/O – Mukunda Sahoo*  *At – Gadakan*  *P/O-Mancheswar*  *Dist – Khurdha*  *BBSR – 751017*    **CELL NO – 8895813036**    ***E-Mail***  ***Bijaykumarsahoo2008@gmail.com***  ***Date of Birth***  *13th July, 1989*  ***FATHERS NAME***:  Mr. *Mukunda Sahoo*  ***Sex***  *Male*  ***Nationality***  *Indian*  ***Linguistic Knowledge*** English, Hindi, Oriya.Strengths *Adaptable in nature & friendly.*  ***Weakness***  *Sometimes emotional.*  ***Hobbies:***  *Doing morning work,*  *Playing Cricket.* | *OBJECTIVES*  A challenging career in a professional organization where I can utilize my skills, passion and strength creatively in conjugation with the organization’s goal and objectives and reach higher responsible ladders. I can work independently as well as in a team environment to achieve organizational objectives and to meet deadlines of the organization. I will strive to maintain high standards in the work environment and try hard to deliver quality work products.  ***WORK EXPERIENCE :***   * **FALCON MARINE EXPORTS LTD**:- Works as **Accounts Officer** from 13th Aug 2021 to till date . * Eleven Years In **MAGNUM SEA FOODS LTD** AS **Accounts Excutive** from May-2010 to Aug-2021 * **COMPUTER PLANETS:** I have one year experience(June 2009 to April 2010) in Computer Planets as **Jr.Accountant**   ***EDUCATIONAL QUALIFICATION:***  +3 Commerce Passed from Utkal University in the year of 2009.  +2 Commerce passed under C.H.S.E. in the year 2006.  10th passed under H.S.E in the year of 2004.  ***JOB PROFILE-***     1. ***Taxation***   ***Preparation Of GST & Return***   1. Filling of GSTR-1 & 3B 2. Reconciliation of GSTR-2A & 2B with BOOKS 3. Refund claim. 4. Able to reply of Show cause notice & govt demand 5. Experience to face Govt. Audit.   ***Preparation Of TDS & Return***   1. Able to deduct & filling as per section & laws   ***Preparation Of TCS & Return***   1. Able to charged & filling as per section & laws 2. ***General Accounting*** 3. Invoice Register & Obtaining Approval for Payments. 4. Checking & monitoring accounts payable in trail balance. 5. Reconciliation of suppliers Statements with the books 6. Dally Cash & cheque collation and reconciliation. 7. Petty cash accounting. 8. Monthly report of accounts payable position. 9. To be responsible for implementing the job assigned within the areas of responsibility. 10. Collecting the fee dues from parties. 11. To maintain the database & updates regularly. 12. Inventory accounts. 13. Billing. 14. Reconciliation of bank accounts. 15. Maintaining accounts payable & receivable. 16. Day to day entries.   ***NATURE OF EXPOSURE* :**  Very good exposure in Personnel & Administrative activities.  Well versed in Counseling.  ***ACHIEVEMENTS:***    Participated in scholarship and NRTS exam 2003  Participated in Inter School GK competition & got 2nd prize,2005  ***KNOWLEDGE OF COMPUTER:***  PGDCA ,2012  Accounting - Tally ERP 9, 2012  ***Sports***  Participated in inter- college carom competition and got 1st prize,2012  Participated in inter school cricket tournament,2008  Participated in inter college cricket tournament,2012  **Declaration**  I hereby declare that all the above statements are true to the best of my knowledge and belief.  Date:  Place: Bhubaneswar ***(Bijaya Kumar Sahoo)*** |
|  |  |