** KRUSHNA CHANDRA SAHOO**

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**OBJECTIVE**

Seeking a challenging position with opportunities for career advancement and learning, to gain further skills and to strive and excel by utilizing my skills in the field of Management that gives me ample opportunities to enhance my knowledge and be an effective part of an organization.

**WORK EXPERIENCE**

Working as an assistant executive (Internal Audit) in Odisha Television Ltd from Feb-11-2019 to till date.

Worked as an Internal Auditor in Astral Consulting Limited from November -20- 2017 to30-Apr- 2018 And as an article assistant at B N Mishra & Co and Anil mihir & associates from February 2014 to November-2017.

**ROLES & RESPONSIBILITY**

**Odisha Television Ltd**

* Pre/post audit of expenses.
* Physical verification of programs and activities.
* Budgeting of programs and events.
* Negotiation with vendors.
* Statutory compliances like TDS, GST, PF, ESI, etc.
* Store audit like physical verification, purchase, Material in/out, repair materials, scrap details, etc.
* Ad sale audit.
* Distribution payments and receive verification.
* Marketing Expenditure and activity audit.
* Other work given time to time.

**Astral Consulting Limited:-**

* Working at Client location in Keonjhar,Barbil and Joda(Odisha) and the client name is Thriveni Earthmovers Private Limited.
* Deals with production, maintenance, stores, Human recourse and accounts department.
* Comparison of Annual Budget, Monthly Budget and Actual production.
* Machinery Details and production details for the period.
* Costing Figure and Stock Details.
* Reservation pending and order pending, Job card for all equipment details.
* Idle hours, Breakdown Hours, Availability Hours and Scheduled Hours.
* Man shifts calculations, Biometric Attendance sheet and Salary Details calculation part.
* New joining and left-out employees.
* Physical stores checking.
* Obsolete, slow-moving and fast moving items
* Inventory Policy.
* Advance payment towards inventory.
* STO,Gate pass, NRGP and RGP Register.
* Responsible for finding out the weaknesses in the accounting records and systems during auditing.
* Responsible for giving advice to the management through recommendation in their audit discussions.
* Execute group internal audit and special investigations, compliance with policies and rules.
* Manage risk register and also prepare internal audit report.
* Develop the scope for operations, IT, finance, HR, Stores and audit projects.
* Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.

**B N Mishra & Co, Anil mihir & associates :-**

I have worked as an article assistant in B N Mishra & Co and Anil mihir & associates for 3 years. Both are chartered firms. I have done various types of audit work there. The details of the works are given below.

1. **Internal and statutory audit.**

* Whether proper internal control is followed or not.
* Opening closing carried forward.
* Bank reconciliation verification.
* Trail balance scrutiny
* Voucher verification.
* Statutory deduction details such as TDS deposit, IT return, GST & CGST, Works contract tax and etc.
* Contract work verification.
* Quotation for contract.
* Pending advances.
* Documentation verification.
* Salary disbursement and attendance sheet verification.
* Payment procedure.
* Debtor collection period and procedure.
* Physical stock verification.
* Hiring equipment verification and documentation and etc.

1. **Revenue audit.**

* Source of revenue and utilisation of funds.
* Collection procedure of revenue.
* Finding out the Revenue leakage grounds.
* Verification of the Payment to the franchisee (If there is any franchisee engaged )
* Preparing the ageing of the revenue collection and revenue losses.
* Debtor collection period and procedure.
* Verification of the reasons of the uncollected revenues.
* Suggesting best solution for the problem and etc.

1. **Stock audit.**

* Physical verification of the stock on current date and reconcile the same with the record available at the organisation.
* Reviewing the procedure of stock purchase.
* Reviewing the procedure of stock issue.
* Verifying the record keeping and etc.

1. **Bank audit (concurrent)**

* KYC verification of new accounts as well as old accounts.
* Loan document verification.
* Whether all Charges are properly deducted or not.
* Nonperforming asset verification and etc.

**ACADEMIC**

**2013** **ICAI** Internediate Group 1 With 51.5 %

**2013** **BCOM** from Kendrapara Autonomous College(Under utkal university), Kendrapara with 65%

**2010** **12th** from Kendrapara Autonomous College, Kendrapara, CHSE Board with 65%

**2008 10th** from Panchayat High School Barimul, Kendrapara, ICSE Board with 59%

**TECHNICAL SKILLS**

* **Software Package**: Microsoft Office

Internet

Tally basics

SAP basics

**CO CURRICULAR ACTIVITIES**

* Acted as a volunteer in various activities at school.

**PERSONAL SKILLS**

* Quick Lerner.
* Adaptive in all situations.
* Innovative.
* Able to work independently and as a part of a team.
* Sincere in all activities.
* Capable of meeting deadlines.
* Time worthy.
* Leadership quality.

**PERSONAL SNIPPETS**

**Date of Birth**: 03Rd July 1993

**Languages Known**: English, Hindi and Oriya

## **Marital Status**: Un-Married

## **Nationality**: Indian

**Languages Known:** English, Hindi and Oriya

**Interests**: Helping others, Love to paint my imaginations, travelling

I hereby declare that all the information provided here are true to best of my knowledge and understanding.

( Krushna Chandra Sahoo)