**Resume**

**SandeepBehera**

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**OBJECTIVE**

Intend to build a career with leading Corporate of Hi-tech environment with Committed & dedicated people, which will help to explore myself fully and realize my potential in Accounts& Finance Sector.  
**WORK EXPERIENCE**

I have over all 10years of experience in Finance and Accounts Work.

Worked as Tax Consultant in Orissa Iron & Steel Syndicate from September2006 to August2008(C&F OF TATA TISCON)

Worked as Senior Executive Accounts in Vivekanand Hospital, Bhubaneswar. From sep 2008 to May2015.(A Multispecialty Hospital)

Worked as Commercial Executive in Om Associates, Bhubaneswar from September-2016 to August 2018 (Channel Partner Of P&G and Reliance JIO)

Continuing as Part time Accounts in Lotus Info Solution and Shree Medscan Imaging Centre

***Roles and Responsibilities*.**

Record All Transactions In Tally ERP9

      Prepair GST Data,Online GST Filling

 Prepair Monthly MIS Report

      Processes high value invoices / critical vendors

      Passing Journal Vouchers

      Ensure check / controls in sub processes

      Vendor master data maintenance.

      Resolving client’s queries regarding overdue payments

      Submit need based data to Manager

      Supporting to team members

Advance payments

      Processing advance payment entry as per location request from client

      Processing the urgent payment as per location request with finance approval.

      Passing entry for local cheques.

      Sending advance payments report to management.

Travel and Expense Executive Teams

      Responsible for taking care of the employee T&E claims of  all Executives.

      Vouching of claims submitted by employees, adjusting  the advance and accounting the expenses  in Tally ERP9

       Adjusting the advance if taken by the employee.

       Processing of Employee Reimbursement as per the policy and within the stipulated time, Employee Local travel expense.

      Reconciliation of employee accounts.

      Preparation of daily, monthly and quarterly reports.

      Regularly handled employee calls and clarified their queries as per the requirement of the process.

***Achievements:***

     Prepare 2 Project Finance for new Diagnostic Centres .

      Computation of total income of Managing Directors,Directors

      Preparation and online filing of the income Tax, TDS and VAT returns.

      Preparation  of Monthly returns and filing Of ST And PT

      Preparation and finalization of Accounts, preparation of Financial Statements.

      Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.

      Preparing of Cheques and entry into accounting systems.

      Preparation of Bank Reconciliation Statements and MIS reports.

      Verification of vouchers and involved in auditing.

      Preparation And Form 16s of the Employees E-filing on quarterly basis.

**Educational Qualifications**

      Master In Business Administration from Sikkim Manipal University in 2011

      Bachelor In Commerce.From Utkal University in 2004.

Technical Skills:

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| Packages | MS Office - Excel, Word, PowerPoint And Outlook |
| Operating Systems | Microsoft Windows XP, 2007 and Vista |
| Accounting Package | Tally 4.5,5.4,7.2 And ERP 9.0 |
| Languages Known | English, Oriya And Hindi |
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**Personal Details**

Fathers Name: SudarshanBehera

Village: Chandaka

D.O.B: 10.03.1984

Nationality: Indian

Gender: Male

Marital Status: Married

Language Known: Oriya,Hindi,English

The Above Information’s given by me are true to the best of my knowledge & belief.

Date:14.11.2018

Place: **Bhubaneswar SandeepBehera**