

Santosh Kumar Sahoo

📞 +91 811 803 5079
✉️ santoshkumarsahoo781@gmail.com
📍 BTM 2nd Stage, Bengaluru, Karnataka, 560076

Summary:

Commerce student with hands-on experience in accounting, bookkeeping, and Tally ERP. Trained under an independent accountant, gaining practical exposure in Excel, vouchers, journal entries, and GST processes. Skilled in financial data entry, stock market fundamental analysis, and equipped with strong analytical abilities. Seeking an entry-level accountant position to contribute accuracy, dedication, and growth to the organization.

Experience:

Accounting Trainee (Under Private Accountant)

- Assisted in preparation of daily vouchers, journal entries, and general ledger postings.
- Maintained purchase, sales, and expense records using Tally Prime / Excel.
- Supported monthly bank reconciliations and cash book maintenance.
- Verified and matched invoices with purchase orders and receipts.
- Helped in preparing trial balance, profit & loss account, and balance sheet drafts.

Skills:

- Financial reporting & bookkeeping
- Accounts payable/receivable management
- MS Excel, Tally ERP, Tally Prime
- Data entry & record maintenance
- Stock Market Fundamentals (Ratio Analysis, Balance Sheet Study)

Education

- **Bachelor in Commerce**
F.M. University, Balasore, Odisha (2019-22)
- **HSE (Class XII – C.H.S.E)(Commerce)**
U.N. College, Soro, Balasore, Odisha (2017-19)

Personal Details

- **Father Name:** Ratikanta Sahoo
- **Date Of Birth:** 16th Mar 2001
- **Marital Status:** Unmarried
- **Languages Known:** English, Hindi, Odia

Soft Skills

- Attention to details
- Team Work
- Time Management
- Self-Learning
- Accountability

Hobbies

- Traveling and exploring new cultures
- Playing Cricket
- Watching finance and travel content on YouTube
- Photography and Videography
- Bike riding and road trips

Declaration:

I hereby declare that the above information is true and correct to the best of my knowledge.