

**GHANASHYAM DAS**  
**Email:dasjisu78@gmail.com**  
**9114121022**

---

**OBJECTIVE:** To Build a Career in the field of Finance and enhance my skills in a growing Organization that will provide me scope to grow in my career.

Total 6.7 years of experience in Accounting and Finance , having extensively worked on involved in supervision and coordination of all financial transactions relating to customers' Recurring Deposits, Fixed Deposits and Savings Accounts.

**QUALIFICATION:**

Master's Degree in Commerce from Khallikote Autonomous College Under Berhampur University (2011)

Bachelor's Degree in Commerce from Khallikote Autonomous College Under Berhampur University (2009)

ICWAI in GOVT of India Cost and Work Accountant of India (continuing)

**ACADEMIC STRENGTH:**

- Sound knowledge of Accounting
- Good analytical and problem solving skills
- Well-versed in Balance sheets & Cash Balance
- Knowledge in Banking concepts

**JOB HIGHLIGHT:**

Worked as a Probationary Manager with **SEASHORE SECURITIES LTD**, *Public Limited Company* from Oct 2011 till May 2013

- involved in supervision and coordination of all financial transactions relating to customers' Recurring Deposits, Fixed Deposits and Savings Accounts.

- Responsible for withdrawals and bonus calculation of the Account Holders.
- Taking care of spot commissions for the agents.
- Verification and issuing of Bonds to customers.
- Generation of cash reports on daily basis and maintaining customer data in Master Log File.
- Accountable for 15 Office Assistants daily business reports.
- Maintaining the attendance register for the entire Branch
- Preparation of Monthly Business Report and Branch Report

Worked as a Accountant with UNISOFT COMPUTER TRAINING INSTITUTE(*UCTI*), *Private training institute from April 10 ,2008 TO APRIL 2011 .*

- . Collection of students fees.
- Compile mark sheet and progress report.
- Coordinate properly among the students.

Worked as a ADMIN ACCOUNTS/GRAPHIC DESIGNER with SOLIDARITY FOR DEVELOPING COMMUNITIES, *from November 8 ,2023 TO December 2025*

- . Maintain Proper Documentation and filling of financial record
- *Maintain all college related admin and financial register including cash book,dispatch register,account register, assets register,stock register etc.*
- Monitor and supervise collection of fees.
- Undertake all Data entry and update it.
- Undertake all graphics designing works for SOLID.
- Conduct monthly meeting between Principal and other staffs to review activities of dormitories
- Provide feedback on a day to day basis to concerned staff for meeting the target of collection of fees.

**COMPUTER SKIL:**

Completed EDP course from Kiro.net Oct 2007

Operating System : Windows 2007, XP, Vista

Packages : Ms-word, Excel, Access, PowerPoint,  
Tally 9.0 ERP

Internet and web browsing : Internet Explorer, Net Escape, Mozilla,

Multi Media : Nuendo-6.0, FILMORA, MIX Pad Audio and Video editing,  
Photoshop7.0, Youcut video editor, MIXCRAFT STUDIO 8.1  
Window's Movie maker.

**PERSONAL PROFILE:**

Date of Birth : 15-07-1986

Sex : Male

Languages known : English, Hindi & Oriya

Strengths : Self Confident, Punctual, Sociable

**HOBBIES:**

Listening to Music, Acting, Singing, Playing musical instruments (Guitar, Tabla, and Casio), Reading spiritual books.

**DECLARATION**

I hereby declare that all statements made above are true, complete and correct to the best of my knowledge and belief.

**Ghanashyam Das**