

**Prakash Kumar Patra**  
BBA (Utkal University)  
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**Present Address:**

**Room No-30, 3<sup>rd</sup> Floor,  
Somnath Society, Kapodra,  
Surat, Gujarat**

**CAREER OBJECTIVE**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

**BASIC ACADEMIC CREDENTIALS**

Qualification	Board/University	Year	Percentage
BBA	IPSAR COLLEGE, CUTTACK (UTKAL UNIVERSITY),ODISHA	2018	64.37
HSC	12 <sup>TH</sup> SCIENCE UNDER CHSE BOARD, ODISHA	2015	52.33
SSC	SUNSHINE MISSION SCHOOL BHADRAK,ODISHA (ICSE)	2011	50.10

**EXPERIENCE:-**

(1)

- **Company Name** :- VIKRAM HYGIENE PRODUCTS , DAHEJ (BHARUCH )
- **Work Profile** :- ASST.ACCOUNTANT
- **Duration** :- 16/09/22 to Till this time

(2)

- **Company Name** :- SUPREME MOVERS & PACKERS
- **Work Profile** :- ASST.ACCOUNTANT
- **Duration** :- 25/7/19 to 20/03/20

(3)

- **Company Name** :- AHMEDABAD ONE
- **Work Profile** :- CASHIER
- **Duration** :- 15/04/18 to 20/02/19

## IT PROFICIENCY

- ❖ Tally 8.1 , 9 , ERP 9
- ❖ Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point
- ❖ Internet Browsing

## INTERPERSONAL SKILL

- ❖ E invoicing E way bill (local, Export)
- ❖ Journals, Petty cash etc
- ❖ GSTR-1 3B return file.
- ❖ TDS sheet prepare
- ❖ Banks works RTGS/LC/BG)

## PERSONAL DETAILS

- ❖ **Father's Name** :- **Chintamani Patra**
- ❖ **Permanent Address** :- **At/Po-Bidyadharpur, via-Hadgarh, Dist-Keonjhar, Odisha**
- ❖ **Date of Birth** :- **02/03/1995**
- ❖ **Language Known** :- **English, Hindi & Odia (Read write Properly)**
- ❖ **Marital Status** :- **Unmarried**
- ❖ **Nationality/Religion** :- **Indian**
- ❖ **Interest & Hobbies** :- **Reading, Music, Web Surfing**

## DECLARATION

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

Place: \_\_\_\_\_

Date:

**Prakash Kumar Patra**  
(Signature)