

# RESUME

**Name : Priyanka Das**  
**E-Mail : daspriyanka371@gmail.com**  
**Mob No.: 7787081370**



## **Career Objective:**

\* To utilize my skills and get ample amount of learning opportunities to become successful in achieving goals of an organization.

## **Academic Qualifications:**

- MBA from Global Institute of Management, Hansapal BBSR, under BPUT with Finance (Major) and Marketing (Minor) in 2018.
- B.Com. From govt. Science College, Chatrapur under Berhampur University in 2016 accounting (Honours) distinctions.
- CHSE from Govt. Science College, Chatrapur in 2013.
- BSE from Govt. Girls High School, Chatrapur in 2011.

## **WORK EXPERIENCE :**

- Worked as a Finance Executive ( Apprenticeship ) at IREL ( India ) Pvt Ltd OSCOM Unit Matikhalo Odisha From 22/12/2022 To 21/12/2023.

### **Working Area**

GSTR – 3B, ASSISTING IN GST, INVOICE PROCESSING, GST RECONCILIATION, LADGER SCRUTINY, GENERAL LADGER, EXPERT INVOICE, ACCOUNTING, ACCOUNTS PAYABLE AND PAYMENT OF INCOME TAX UNDER SECTION 194C J & I .

## **Computer Proficiency:**

- PGDCA
- TALLY ERP 0.9

## **Projects Undertaking:**

- A 45 days project report on “An analysis of scheme wise standard deviation from investor to invest” in SBI Mutual Fund, Bhubaneswar.

## **Language Proficiency:**

❖ Written and spoken proficiency in English, Hindi and Oriya.

**Extracurricular activities:**

Awarded in marketing club activities held at Global Institute of Management.

**Achievements:**

- Awarded a Laptop in Intermediate Level

**Strength:**

Punctually  
Honest

**Personal Details:**

Father Name : Bidyadhar Das

Mother Name :KumudiniDas

Date of Birth : 20/04/1996

Gender : Female

Address : Agasti nuagaon,Chatrapur,Ganjam,Odisha 761020

**Declaration:**

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

**Date:**

**Place:** Chatrapur

PRIYANKA DAS