



# ROHIT PATNAIK

ACCOUNT EXECUTIVE

## EXECUTIVE SUMMARY

I am an account handler with strong interpersonal skills, highly creative and motivated to help businesses acquire and maintain clients long-term.

## PERSONAL SKILLS

- Tally trainer in reputed institutes for last 4 years
- Earlier worked as PGDCA trainer
- Excellent communication skills, fluent in 3 languages (English,Hindi,Odia)
- Time management and organization

## CONTACT DETAILS

- Mobile Phone: 7205822338
- Email Address: rohitkumarpatnaik1@gmail.com
- Home Address: Neheru nagar 8th lane, Gosaninuagaon, Berhampur, Odisha
- PIN-760003

## WORK EXPERIENCE

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### ACCOUNTANT

**SRI SATNAM JEWELLS PVT LTD.(SENCO GOLD AND DIAMOND, BERHAMPUR)**

- Worked as an accountant for the last 2 years
- Ensures flawless record keeping and maintaining accounts as well as inventories

### TALLY TRAINER

- **UNITECH COMPUTER TRAINING CENTER, BERHAMPUR**
- **US INFOTECH, BERHAMPUR**

- Teaching PGDCA and Tally in reputed organizations for the last 5 years
- Ensures the best quality of education is provided to students.
- Manages students and has expert knowledge toward Computer Softwares mentioned above.

## ACADEMIC PROFILE

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### KHALLIKOTE JUNIOR COLLEGE, BERHAMPUR

+2 Commerce | APRIL 2015

- Successfully achieved +2 with 1st division with 78%
- Studied Commerce in stream

## **KHALLIKOTE UNIVERSITY, BERHAMPUR**

### **Graduated (B.COM) | APRIL2018**

- Graduated from Khallikote university with a 6.76 CGPA
- Graduated with accounting as a core paper

## **KHALLIKOTE UNIVERSITY, BERHAMPUR**

### **Post Graduation (M.COM) | APRIL2022**

- Appeared Post graduation from Khallikote university

## **DECLARATION**

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**I do hereby declare that all the above informations are true to the best of my knowledge and beliefs.**

- Name- Rohit Patnaik
- Father's name- Haresh Kumar Patnaik
- Birth date- 28th May 1998
- Gender- Male
- Nationality- Indian
- Marital status- Unmarried

**PLACE:-**

**ROHIT PATNAIK**

**DATE:-**

**SIGNATURE OF CANDIDATE**