



SANJIP PATTNAIK

ACCOUNTS MANAGER

STRENGTH: GST RETURN FILE
TALLY 9.0.

CONTACT

+7978980219

sanjipattnaik1@gmail.com

SHAKTI NAGAR 2ND LANE

BERHAMPUR- 760002
GANJAM, ODISHA

EDUCATION

2008 - 2011
BERHAMPUR UNIVERSITY
B.com (Accounting Hon's)

2006 - 2008
BERHAMPUR UNIVERSITY
+2 Commerce

EXTRA QUALIFICATION:
P.G.D.C.A in year 2011 with
grade (A+).

SKILLS

- Hard work
- Time management
- Active listening skills
- Dedication
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Odiya (Fluent)
- Hindi (Basics)

PROFILE

To work with the best of my ability and to rise of the corporate ladder by learning new skills.

WORK EXPERIENCE

- Glowmore Finance Pvt. Ltd** 2020 - PRESENT
Accounts Manager
 - Manage and oversee daily accounting operations
 - Prepare financial statements and reports
 - Conduct account reconciliations and audits
 - Ensure compliance with accounting standards and regulations
 - Assist in budgeting and financial planning
 - Handle accounts payable and receivable
- Maa Taratarini Electronics** 2018 - 2020
Accounts Executive
 - Receiving and processing all invoices, expense forms and requests for payments.
 - Handling petty cash, preparing bills and receipts.
 - Maintaining accounting records, making copies, filing documents, etc.
- M/s Bhabani Bharat gas Seragada** 2015 - 2018
Account Cashier
 - Record, store, access, and/or analyze computerized financial information.
 - Classify, code, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers, and/or computers.
- Aurobindo pharma ltd, secunderabad (A.P)** 2013 - 2015
Account Executive
 - Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures.

PERSONAL DETAILS

Sanjip kumar pattnaik

15/07/1991

Married

Mr Debaraj pattnaik

Father