

SONU BEHERA

SUMMARY

- *Proficient Computer Operator skilled at establishing controls and managing daily jobs. Hardworking professional adept at correcting routine problems and escalating major concerns. Seeking permanent role with room for advancement.*
- *Successful at controlling budgets, administering payroll, distributing invoices and handling any other accounting function in focused and exacting manner. Central to maintaining compliant and sustainable business operations. Consistent in accurately tracking expenses, reconciling accounts and supporting audits.*

EXPERIENCE

DEO, 06/2021 - 05/2022

SONU BEHERA - DIGAPAHANDI, INDIA

EDUCATION

OS-CIT TALLY, TALLY PRIME WITH GST, 2023

ADVANCE COMPUTER TRAINING INSTITUTE - DIGAPAHANDI , ODISHA

12 th CLASS, +2 SCIENCE, 2021

RAMAJEE HIGHER SECONDARY SCHOOL - BHISMAGIRI , ODISHA

PGDCA, PG.DIPLOMA IN COMPUTER APPLICATION, 2020

ADVANCE COMPUTER TRAINING INSTITUTE - DIGAPAHANDI , ODISHA

10 TH CLASS, MATRICULATION, 2017

SSU BIDYA PITHA KHAMARIGAM - KHAMARIGAM , ODISHA



CONTACT

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SKILLS

- **SOFTWARE DEVELOPER**
- **PROGRAMMING**
- **CODING**
- **BUSINESS DEVELOPMENT**
- **MANAGEMENT**
- **ACCOUNTANT**
- **WEB DEVELOPER**
- **WEB DESIGN**
- **JAVA**
- **DRIVING**
- **CUSTOMER SERVICE**
- **TEAM WORK**
- **PROBLEM SOLVING**