

# SAGAR KUMAR DALAI

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Address: Berhampur, Ganjam  
Odisha, 760003.



## EDUCATIONAL INFORMATION

- Bachelors in Commerce (B. Com) from Science college (Auto), Hinjlicut in 2018.
- Intermediate from S.B science college, Konisi in 2015.
- 10th Class from Daspur High school, Daspur in 2013.

## WORK EXPERIENCE

- Accounts Executive at **Mowglee Retail Pvt. Ltd.** Bam( Oct 2020 – Nov 2021).
  - Daily voucher entry in tally & field work.
- Accounts Executive at **Believe Realty Infra**, Bam, Odisha.(Jan 2022 - Still working).
  - Updating accounts payable and performing reconciliations.
  - Bank reconciliation and payment collection.
  - Maintaining vouchers, receipts, bills and payments.
  - Reconciliation of sundry debtors and creditors.
  - Updating accounts receivables and issuing invoices.
  - Preparing weekly and monthly reports.
  - Assisting in processing balance sheets, income statements and other financial statements.

## SKILLS

- Tally ERP9 with GST
- Microsoft office

## PERSONAL INFORMATION

- Father's name : Binod Kumar Dalai.
- DOB : 28 Dec 1997
- Gender : Male.
- Marital Status : Unmarried

## LANGUAGES

Odia , Hindi, English .

## HOBBIES

Sports , Social work .

## DECLARATION

I solemnly declare that all the above information is true and correct, and I bear the responsibility of correctness of above mentioned particulars.

Place:

Date:

Signature