

RESUME

Shakti Prasad Pattanayak

Contact no:+91-7749854446,8249490257

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CAREER OBJECTIVE

To secure a challenging position where I can effectively contribute my skills as a finance specialist for growth of organization and myself.

WORK EXPERIENCE

I was worked as a Junior Accountant at Vaishnavi Automobiles.

Job Card Entry, Purchase & Sales Entry, Spare Bills Entry, Vehicle Billing Entry etc.

EDUCATIONAL QUALIFICATIONS

Course	Name of institution	Board/ University	Year of passing
BBA	Disha College Of Management And Technology, Berhampur	Berhampur University	2018
+2(Commerce)	Sidha Bhairabi Science College, Konisi	CHSE(Odisha)	2015
HSC	BalajiVidya Peeth, Konisi	BSE(Odisha)	2013

TECHNICAL SKILLS

- Operating System : Windows
- Tolls :MS Office
- TALLY.ERP9
- PGDCA

ROLES & RESPONSIBILITIES

- Good knowldege on Tally.ERP 9.
- Good knowledge on MS-Office.
- Highly motivated and ability to work as an individual or as a dynamic member in a team..

Hobbies

- Internet Surfing
- Reading Books

STRENGTHS

- Time management skills.
- Excellent presentation skills.
- Problem solving and decision making.

PERSONAL DETAILS

Father's Name	: Gobinda Chandra Pattanayak
Mother's Name	: Rajalaxmi Pattanayak
Present Address	: Shakti Prasad Pattanayak S/o- Gobinda Chandra Pattanayak At-Laxmi Nurshinga Nagar, Kanisi Hata Po- Kanisi, Via- Golanthara Ganjam, Odisha Pin-761008
Date of Birth	: 05-Aug-1997
Nationality	: Indian
Religion	: Hindu
Gender	: Male
Marital Status	: Un-married
Languages Known	: English, Hindi, Odia

DECLARATION

I do hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibilities for the correctness of the above-mentioned particulars.

Date:

Place:

SHAKTI PRASAD PATTANAYAK