

# SUMANTA KUMAR SAHOO

At/Ganapati nagar- 6<sup>th</sup> lane, Panigrahi pentha, Berhampur- 760006

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Seeking position as...

## **Accounts & Finance officer**

(Proven track record and specialization in ( **Accounts & Finance** )

- ⇒ A good performing professional offering 16 years of verifiable experience in accounts and Finance.
- ⇒ Proficient in work excelling under high-pressure situations and meeting deadlines under diverse environments.
- ⇒ Proficient in supervising team members ,delegate duties, assign responsibilities, monitoring their activities.

### **Career Objective**

To be remembered as a professional who knew the art & skill of achieving the desired result, without calendar and clock.

### **Professional Experience**

**WORKED AS AN ACCOUNTANT AT KIRAN TILE HOUSE, a unit of pvc pipes & fittings/sanitary ware, water tank for south zone ( BERHAMPUR, ODISHA), (Tools- TALLY PRIME) WORKING SINCE FEB- 2018**

- \* **Taking inward of all purchase & Preparing day to day invoice of branch.**
- \* **Keeping records of all vouchers like sales, purchase, receipts ,payments,debitnote ,credit note, contra etc. Salary sheet preparation and paid to staff. Petty cash handling.**
- \* **Supply ageing and ledgers to all dealers on regular interval.**
- \* **reconciliation of bank statement , cash book & party ledgers.**

**AHUJA CONTINENTAL LIMITED, (motor cycle/cycle tyre unit) SAMBALPUR**  
**worked as an accounts Officer at AHUJA CONTINENTAL LTD May- 2015- feb 2018 ( TOOLS- COMPANY ERP)**

- Inward and outward of Branch stock. ( MIM)
- Preparation of tax Invoice , Purchase order sales order, purchase return, Sales return.
- Take collection entry of both Cash and cheques on regular basic.
- Prepare salary sheet and petty cash utilization on regular basis.
- Prepare Tax return file documents of Branch including VAT, professional and entry tax.
- Reconciliation Of Bank statement of Branch.
- Maintain stock records and report BM regarding stock position
- Provide Debit note and Credit Note to Respective dealers.
- Generate party ledger and their ageing report to assist sales staff.
- Send hard copy of Audit paper to Ho on weekly basis.
- Report HO on daily ,weekly and monthly basis regarding total sales, collection and sales quantity.
- Help BM by providing various information as per his requirement during monthly and annual meeting.
- Using MS. Excel /Word as a tool for various record keeping and claims.

## **KISAN MOULDINGS LIMITED (PVC PIPE COMPANY),BBSR( TOOLS ERP)**

- **Worked as an Accounts Officer from June 2012 to Jan-2015.**

- Collect purchase order from various dealers.
- Prepare MRQs (Material Requisition of the same order and send to factory for supply of goods.
- Received LTO number (Location Transfer out ) and prepare LTI (location Transfer In ) In company ERP.
- Prepare Sale orders of the item so received through LTI.
- Send the prepared sale orders to regional office for approval of the same.
- Prepare retail and Tax invoice with reference to the approved sale orders.
- Maintain Record keeping of all files and vouchers. (way bill ,bilty copies etc)
- Prepare Tax return file document of the Branch including VAT, professional and entry tax.
- Help branch Manager by providing aging report, parties ledger and sales detail of the branch.
- Issuing Debit and credit note to parties.
- Balancing parties ledger by making Bank reconciliation.
- Handle petty cash of the Branch.
- Prepare Salary Sheet of the branch and send for approval to HO.
- Collect C' Form from dealers in case of CST billing.

## **BHARAT INTEGRATED SOCIAL WELFARE AGENCY (Aug-2008-Mar2012),SBP**

- **Joined on Aug-2008 as Assistant Manager (Internal Audit)**

- Visiting Different branches for monthly audit.
- Checking various Loan ledgers, collection registers, cashbook and other books of accounts.
- Reconciliation of SHG Loan Ledgers, Branch Loan Ledgers, collection registers with money receipts and
- **Promoted as District Manager of Sambalpur District On Dec-2009 ( MICRO FINANCE)**  
Represent Biswa's by initiating programs and projects (Micro credit lending,micro insurance ,micro marketing,micro enterprise and social service) through out 9 block of Sambalpur district.
- **Transferred to Head office and posted as Manager Microfinance on Aug-2010 (Handle Microfinance in Biswa operational area).**
- **On November 2011 joined as Manager credit (Handled Micro Credit of BISWA operational area)**

### ***Computer Skill***

Successfully completed \* **Diploma in computer application (DCA)** at Sambalpur.

- **PGDCA at STERLITE FOUNDATIONS (An Unit of Vedanta) Sambalpur**

## **Academic Qualifications**

**2006-08: MBA (Finance & Marketing)**

**Sambalpur University (Jyoti vihar), Sambalpur, Orissa**  
Department of professional courses **G.M.COLLEGE (Auto) Sambalpur**

**2001-2004: L.L.B**

**L.R. Law College,**  
**Sambalpur University, (Jyoti Vihar), Sambalpur**

**2001: Bachelor of Commerce ( B.COM-Hons).**

**Berhampur University, Orissa, City College, Berhampur**

**1998: Intermediate Commerce**

**CHSE, Orissa,**  
**G.M. College, Sambalpur, Orissa.**

**1996: Matriculation 10<sup>th</sup>**

**BSE, Orissa,**  
**CSB ZILLA HIGH SCHOOL Sambalpur, Orissa**

## **Training**

**PERSONALITY DEVELOPMENT PROGRAM (Soft Skill): successfully completed under**  
**SATYA NARAIN ACADEMY, Sambalpur, , \* TALLY ERP-9 & TALLY PRIME**

## **Strength, weakness and aim (Constructive)**

- Good communication skills, analytical problem solving skills, quickly adapt to any environments and languages. Also have the ability to create teams, co-ordinate and balance it.
- Love good food and ethnic dishes.
- My aim in life is to grow professionally with modern approach and traditional system.

## **Hobbies & Interest**

- Poetry writing, Writing Articles and songs, Singing Song, Meeting new friends, Playing Cricket & Swimming.

## **Personal Particulars**

Date of Birth : 03.07.1981

Gender : Male

Marital Status : Married

Present Address : CO/- RAJKISHORI BEHERA, AT/- GANAPATI NAGAR- 6<sup>TH</sup> LANE, PANIGRAHI  
PENTHA, TALUKA , BERHAMPUR, PIN 760006

Language Known : Oriya, Hindi, and English

Date :

Place : BERHAMPUR

Sumanta Kumar Sahoo