

Minakshy rani sahu

Kumbharpalli main road

Berhampur 760008

Contact no 8917629857

sahuminakshy@gmail.com

Accountant with expertise in cash handling, bills accountability, maintaining bank reconciliation, store keeping, inventory record etc.

EXPERIENCE

2019 - 2022

ACCOUNTANT

Santaan fertility clinic and research institute Berhampur

- Bills accountability
- Cash handling
- Cheque & cash book preparation
- Preparation of monthly accounts summary
- Maintaining bank reconciliation on monthly wise
- Income & expenditure book preparation
- Basic knowledge of TDS & GST
- All data entry in tally
- Salary preparation
- Journal & voucher entry
- Manage debtors & creditors payment

Jan 2019 – May 2019

RECEPTIONIST

Apollo diagnostics centre

- Customer handling
- Billing
- Cash handling

2016 – 2019

ACCOUNTS ASSISTANT

Jasper Marbel & granite pvt.ltd

- Billing
- Debtors and creditors payment
- Salary preparation
- Sale and purchase entry in tally as well as excel

ACADEMIC CHRONICLE

2015: Bachelor of Arts with economic
Khalikote collage Berhampur

2012: CBSE,Odisha
SBR autonomous collage Berhampur

2010: BSE,Odisha
MSG high school Berhampur

TECHNICAL SKILLS & EDUCATION

- Post graduate diploma in computer application.
- Tally Erp 9
- Typing
- Ms Excel & word

SOFT SKILLS

- Good communication skill
- Critical situation handling ability
- Positive attitude towards working culture
- Eager to learn more with best outputs
- Good in leading big team
- Good in work with team & individuals as well

DECLARATION

I hereby declare that all the statements made above are true and correct to the best of my knowledge and belief. I assure you if I'm given a chance to serve, I shall try my level best to come up to your expectations.

Berhampur

21.04.2024

Minakshy rani sahu

