|  |
| --- |
| ***BIO-DATA*** |
| **E-mail Id : chinmay10492@gmail.com**  **Mobile No.: +91- 9643545016 or +91- 8658722187** |
| **Address:**  CHINMAY DASH MOHAPATRA  34/17, Pocket-7  Sector-82, Phase-II Extension  Noida- 201305 |

|  |
| --- |
| **CAREER OBJECTIVES** |
|  |

**Seeking a challenging position to utilize my skills and abilities to become a part of a dynamic and result oriented organization having challenging atmosphere where I can get opportunity to put my technical skills in the most effective manner for the professional gain of the organization and for myself.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDUCATIONAL QUALIFICATION** | | | | | |
|  | | | | | |
| **Course** | **Institution** |  | **University/Board** |  | **Year** | |
| High School (10th) | G.N High School, Kudei |  | BSE, Orissa |  | 2007 | |
| Intermediate (+2) Commerce | S.S. Mahavidyalaya, Anantapur |  | CHSE, Orissa |  | 2009 | |
| Graduation (+3)  Commerce | U.N. COLLEGE, SORO |  | F.M UNIVERSITY |  | 2012 | |

|  |
| --- |
| **PROFESSIONAL QUALIFICATION** |
|  |

PGDCA from AICT computer Education, Soro

|  |
| --- |
| **TECHNICAL/WORKING SKILLS** |
|  |

Well versed in MS word/Excel/Tally9.0 & Power Point.

|  |
| --- |
| **PERSONAL DETAILS** |
|  |

**Father’s Name: Satya Narayan Dash Mohapatra**

**Date of birth: 10/04/1992**

**Gender: Male**

**Nationality: Indian**

**Religion: Hinduism**

|  |
| --- |
| **EXTRA CURRICULAR ACTIVITIES** |
|  |

Organizing functions, Seminars, taking leadership

|  |
| --- |
| **WORKING EXPERIENCE** |
|  |

Worked as a Junior Executive (Finance and Accounts) at **MALLCOM INDIA LTD.** from June 2012 to September 2014(A Manufacturing and Export Company of safety products like safety shoes, hand gloves, garments, mask, helmet).

**Job details**

All accounting entries in Tally 9 and Erp (Oracle)

Preparation of vouchers

Preparation of Vendors’ outstanding list

Vendors’ Payment

Bank Reconciliation

Making various letters to Bank

Worked as an Executive (Accounts) at **Leiner Shoes Pvt. Ltd.** from October 2014 to June 2020 (A Manufacturing and Export Company of Ladies Shoes and retail business of own Brand “**VANILLAMOON**” various stores in India and UK).

**Job details**

All accounting entries in Tally

Preparation of vouchers

Preparation of Sales Invoice Are-1 etc.

Preparation issuing of Debit Notes to the vendors

Preparation of Weekly budget

Vendors’ Payment

Bank/ Vendors Reconciliation

Inter branch Reconciliation

Preparation of Tds payment sheet for Monthly Tds payment

Preparation of monthly GST return annexure Etc.

Working as an Executive (Finance and Accounts) at **Prakash Labels PVT. LTD.** from July 2020 to till date (A Manufacturing company of Labeles and Printing).

**Job details**

Banking Operations

All Bank entries in ERP (Navision)

Preparation of Monthly budget

Bank/ Vendors Reconciliation

Preparation of AP

Online Vendors’ Payment

|  |
| --- |
| **HOBBIES** |
|  |

Browsing Internet, Listening Music, Poem writing, Newspaper Reading, and Social service etc.

|  |
| --- |
| **STRENGTH** |
|  |

Sincere, Punctual, Reliable, Responsible, Hard Working, Determining, Innovative, Self-Confident

|  |
| --- |
| **DECLARATION** |
|  |

I hereby declare that all the information furnished above are true to the best of my knowledge and belief.

**Place:-**

***Date: Signature***