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|  ***BIO-DATA*** |
|  **E-mail Id : chinmay10492@gmail.com** **Mobile No.: +91- 9643545016 or +91- 8658722187** |
| **Address:**CHINMAY DASH MOHAPATRA34/17, Pocket-7Sector-82, Phase-II ExtensionNoida- 201305 |

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| **CAREER OBJECTIVES** |
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**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.**

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| **EDUCATIONAL QUALIFICATION** |
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| **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 |

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| **PROFESSIONAL QUALIFICATION** |
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PGDCA from AICT computer Education, Soro

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| **TECHNICAL/WORKING SKILLS** |
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Well versed in MS word/Excel/Tally9.0 & Power Point.

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| **PERSONAL DETAILS** |
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**Father’s Name: Satya Narayan Dash Mohapatra**

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

**Gender: Male**

**Nationality: Indian**

**Religion: Hinduism**

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| **EXTRA CURRICULAR ACTIVITIES** |
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Organizing functions, Seminars, taking leadership

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| **WORKING EXPERIENCE**  |
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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

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

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

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

**Place:-**

***Date: Signature***