

CURRICULUM VITAE

Nigamananda Behera

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CAREER OBJECTIVE

To Secure a responsible career opportunity where I can fully utilize my skills, talent, creativity, sincerity while making a significant contribution to the success of the company.

SKILLS

Negotiation, Relationship Building, Goal Oriented, Believe in Teamwork, Time Management, Critical thinking, Growth mindset.

WORK EXPERIENCE

1. System Operator: (October 2020 - Present)

Berger Paints India Limited

Duties/Responsibility:

- Responsible for managing the Auto paint division named as Berger Rock Paints Pvt Ltd.
- Responsible for generating invoices in tally ERP software as per scheme or as per approved order over mail.
- Collecting & adjusting payment after receiving from the client and review their outstanding.
- Bank Reconciliation.
- Giving daily stock report to Sales Team & MIS report to the H.O.
- Helping The Admin in their administrative Work

2. ERP Executive: (September 2019 – April 2020)

Ganesh Grains Limited

Duties/Responsibilities:

- Generating the Tax invoice as per approved order given by H.O in FCA Integral ERP Software.
- Helping the Supervisor for stock verification before doing the GRN entry and before doing the sales invoice.
- Giving Daily stock report to the Sales Team and H.O.
- Giving depot monthly expenses to the H.O.

3. Accountant: (April 2017 – August 2019)

AJS Hero Automobiles

Duties/Responsibilities:

- Responsible for generating the invoices after vehicle & Accessories sale on the Tally ERP 9.0 Software.

- Collecting payment from Customer & financial partner and giving the end of the day report to the proprietor on daily basis.
- Responsible for providing monthly GST details to CA for GST Return Filing.
- Deposit of cheques and cash in the bank.
- Doing HSRP Entry of RTO registered vehicle for the number plate process.
- Helping my junior billing executive for doing the RTO entry & Insurance Entry.

TECHNICAL SKILLS

- ❖ Tally ERP 9.0 & Tally Prime
- ❖ Microsoft Excel, Word & PowerPoint.

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (B. Com)

University : Utkal University
Institute : M A MahaVidyalaya, Nemalo
Passing Year : 2017
Result : 42%

Intermediate of Commerce (+2)

Board : Council of Higher Secondary Education
Institute : Salepur Junior College, Salepur
Passing Year : 2014
Result : 44%

Secondary School Certificate (BSE)

Board : Board of Secondary Education, Kendupatna
Passing Year : 2012
Result : 58%

PERSONAL INFORMATION

Father's Name : Pramod Kumar Behera
Mother's Name : Rashmi Rekha Behera
Date of Birth : 07/09/1996
Marital Status : Unmarried
Religion : Hindu
Nationality : Indian
Language Known : Odia, Hindi, English
Hobbies : Travelling, Nature Photography, Watching Tech News, Singing

I do here by declare that all statement furnished by me is true to the best of my knowledge and belief.

Nigamananda Behera

Date