

SUJIT MOHARANA

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C/O- Sarat kumar Moharana AT- Ranihat Sagadia Sahi, Nr. Hanuman Temple, Dist/City-Cuttack State- Odisha, PIN- 753001 Po- Buxi Bazar PS- Mangalabag



Objective

Dedicated and experienced accounting and administrative professionals with proven success managing finances of mid-size commercial organization. I seek challenging opportunities where I can fully use of my skill for the success of the organization.

Experience

Rastriya Swasthya Bima yojna (S.E.B Medical College and Hospital)

01/04/2012 - 31/08/2013

ASSISTANT ACCOUNTANT (On Contractual Basis)

- * Perform daily bookkeeping and file maintenance for Patients, as well as other office work and file maintenance.
- * Controlling, verifying, and generating invoices for suppliers of Medicines and others medical Equipments; and preparing accounts payable checks.

Madhabananda Traders, Jagatpur, Cuttack (C.S.A of Tara Paints & Chemicals Ahmedabad)

01/07/2014 - 01/09/2020

FINANCE & ADMINISTRATIVE ASSISTANT

- *Recording keeping and payment transactions.
- *Assists the provision of logistic support for workshops and trainings.
- *Manages incentive payments for community volunteers and all field site transactions.
- *Updating and maintaining various financial spreadsheets, using Excel and ensuring compliance with BBC policies and procedures relating to purchasing and accounts.

Skills

. Proficient in Microsoft Excel, Word and PowerPoint, Emailing . Public speaking, administrative, and communication. .Preparing and Editing letters, Reports, Memos, and Emails

Tally

Languages

. Odia . English . Hindi

Devkee Nandan Supply and Co.

10/01/2021 - Continue

ACCOUNTANT

- . Recording keeping and payment transactions.
- . Updating and maintaining various financial spreadsheets, using Excel.
- . Controlling, verifying, and generating invoices.



Education

Ranihat High school, Cuttack

2007

H.S.C.E.

Second

N.S.M.CITY COLLEGE, CUTTACK IS

2009

C.H.S.E., Bhubaneswar

Third

NIIT (Kuvempu University, Karnataka)

2012

Bachelor In Science (IT)

B



Projects

Extensible Mark-up Language

Encoding documents in a format and web designing.