

# **JOCHHAN KUMAR DAS**

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## **CAREER OBJECTIVE:**

*To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.*

## **PROFESSIONAL SYNOPSIS**

- ▶ *Result Oriented Professional possessing nearly 10 Years Experience in Career.*
- ▶ *Hardworking, Competent & Efficient.*
- ▶ *Corporate, Production House and Construction Sites Experience, Professional Qualification, Problem Solving Ability with Analytical Skills, Attitude towards work and company.*
- ▶ *Capacity to make balance between personal and professional life.*

## **EMPLOYMENT SCAN:**

*Name of the Company  
Designation  
Duration*

*Demech Chemical Products Pvt. Ltd.  
Accounts Assistant  
From 19th April 2017 to till now*

*Name of the Company  
Designation  
Duration*

*M/S P.K ROUT  
Accountant  
From Oct'2007 to 15 April '2017*

## **ROLES & RESPONSIBILITIES:**

- *HR Compliances as per the Requirement of the ongoing Project Sites. .*
- *To collect Technicians daily attendance from Managers.*
- *To collect monthly attendance, leave applications, c.off applications etc. from team, compile it & to forward it to H.O.*
- *Primary checking of T.A. bills, Job expense bills, contractor bills with W.O.*
- *Prepare & Issue Work Orders / Purchase Orders to Contractors / Suppliers.*
- *To prepare raw material consumption, coverage area report & submit it to Management.*
- *Petty cash handling.*
- *CRM Entries.*
- *Working Knowledge of IT , GST , VAT , EPF, ESI etc..*

## **PROFESSIONAL QUALIFICATION**

*2004 Completed Tally 6.3 (Accounting Package) under Om Saraswati University.*

*2000 Completed Certificate in Computing under IGNOU University.*

## **SCHOLASTICS:**

*2004 Completed B.Com from Neelashaila Mahavidayala under Sambalpur university,*

*1999 Completed Higher Secondary Examination from Rourkela Municipal College under CHSE Board,*

*1997 Completed Secondary Examination from M.G.M English School under ICSE Board*

## **TECHNICAL SKILL:**

- *Accounting package : Tally (9.0,7.2,6.3,5.4)*
- *Sales & Marketing Package : Salesbabucrm*
- *Language : MS-WORD,MS-EXCEL , Pivot Table*
- *Operating System : WINDOS-9X/XP*

**STRENGTHS**

- ✓ *Good Communication Skill.*
- ✓ *Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.*
- ✓ *Sincere & Hardworking.*
- ✓ *Comprehensive problem solving abilities.*
- ✓ *Good Leadership Skills.*

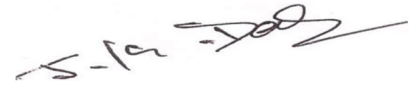
**PERSONAL DOSSIER:**

*Date of Birth* : 11<sup>th</sup> NOV' 1981  
*Fathers Name* : Pannalal Das  
*Gender* : Male  
*Marital Status* : Married  
*Languages Known* : English, Hindi, Oriya & Bengali  
*Present Address* : Q.No – L – 132, 2<sup>ND</sup> Floor ,Basnati Colony, Phase – II,  
Rourkela ,Dist: -Sundargarh-769012 (Odisha)  
*Permanent Address* : Plot No – O – 577 , Dream Township , D H Road,  
Thakurpukur, Behela , Westbengal .

**Declaration** - I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.

Date: 16/02/2022

Place: ROURKELA



(JOCHHAN KUMAR DAS)