

SUBHASHREE SUBHASIS DASH

AT/PO-BADALASASAN

Dis-khorda

PS-BALIPATANA

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OBJECTIVE:

To associate with an organization which progress dynamically & gives me a chance to update my knowledge and enhance my skills in the state-of-art technology and be a part of the team that excels in work towards the growth of the organization and gives me satisfaction thereof.

WORK EXPERIENCE :- (TOTAL- 7year & above)

12th Feb 2023 to till date	• Cappitall want Solution Pvt Ltd
Designation	Account and Compliance Manger
Role and Responsibility	<ul style="list-style-type: none">• The role involved Client Work for Accounting and taxation:• Monthly GST filling• Annual return for GST (GSTR-9 and GSTR-9C• TDS filling and Challan Payment• PF and ESI Payment and filling• Account Payable• Account receivable• Bank Reconciliation• GST reconciliation• TDS reconciliation• Sale reconciliation• Vendor Payment reconciliation• Customer Collection Reconciliation• Discussion with client for their financial status• Mis Report• Assist in Tax audit.• Account finalization.• Software Development:

	<ul style="list-style-type: none"> • Preparing Working for logic of GST form and report (GST tool i.e. GSTR-1 GSTR-3B, GSTR-9, GSTR-2B reconciliation, GSTR-2A reconciliation Report, Interest and Penalty Calculation Report, Computation Report) • Preparing working for logic of TDS Filling, 26 AS reconciliation Report, TDS Payable Reconciliation Report • Product Testing (Software function Testing after developed By IT team as per Logic given to Them)
26th Nov 2021 to 9th Feb 2023	<ul style="list-style-type: none"> • CHESA DENTAL CARE SERVICE LIMITED.
Designation	Assistant Manager Finance
Role and Responsibility	<ul style="list-style-type: none"> • The role involves Filling of monthly GSTR-1 and GSTR-3B • GST Audit and Compliance (GSTR-9 and GSTR-9C) • TDS Filling and Other Statutory Work • Help in Preparing Document for Tender • Accounts Finalization and Tax Audit. • Maintaining and transferring money between bank accounts as required • Helping to resolve issue relating to E waybill and E-invoice • Reconciliation of vendor Ledger and Planning for payment to vendor. • Preparing Monthly report of vendor outstanding with ageing. • Ensuring that cash flows are adequate to allow business units to operate effectively • Forecasting cash payments and anticipating challenges arising from limited cash flow • Working with executives and business heads to prepare budgets and track profit / loss performance by business unit and on consolidated basis • Checking Salary sheet and approval • Approval of Purchase Order • Maintaining our accounts system
1st Dec 2019 to 1st Nov 2021	<ul style="list-style-type: none"> • KPHB & ASSOCIATES
Designation	Senior Executive
Role and Responsibility	<ul style="list-style-type: none"> • The role involve GST Return maintain properly • GST Audit and Compliance • Account finalization • ITR Filling And Tax Audit • Make analysis of client problem and provide the solution regarding

	<p>issue</p> <ul style="list-style-type: none"> The end objective is to know more and more in accounting system and Taxation that to it will be my target achieve.

1st Feb 2019 to 1st Nov 2019	<ul style="list-style-type: none"> Shree Bharat Motors Private Limited
Designation	Internal auditor
Operation Area	Odisha(Bhubaneswar)
Role and Responsibilities	<ul style="list-style-type: none"> The role involve Internal check & control on Operation , service & accounts . Analysing operation & confirm information. Make report directly & independently to senior level executive management .

1st Aug 2016 to 31 Aug 2018.	<ul style="list-style-type: none"> M/S ARCHIFABS (BHUBANESWAR)
Designation	Accounts Manager
Operation Areas	Odisha(Bhubaneswar)
Role and Responsibilities	<ul style="list-style-type: none"> The role involves the Material control and purchase according to its procedure. Maintaining Accounts in accounting package (Tally ERP-9), Bank reconciliation, inventory system etc. Proper planning and projection to source the business through market which will helps to the control in project handling. Maintaining Accounts in accounting package (Tally ERP-9), Bank reconciliation, inventory system ,Invoicing by using tally ,confirmation Statement etc. Current GST work, GST migration and return maintain properly. The end objective is to know more and more in accounting system that to it will be my target achieve.

1st June 2015 To 30th Nov 2015(06months)	<ul style="list-style-type: none"> M/S AKAMAI WATER PROOFING SOLUTION (BHUBANESWAR)
Designation	Accounts Manager
Operation Areas	Odisha(Bhubaneswar)

Role and Responsibilities	<ul style="list-style-type: none"> • Proper planning and projection to source the business through market which will helps to the control in project handling. • Maintaining Accounts in accounting package (Tally ERP-9), Bank reconciliation, inventory system ,Invoicing by using tally ,confirmation Statement etc. • The end objective is to know more and more in accounting system that to it will be my target achieve.
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EDUCATIONAL QUALIFICATION

Professional Qualification	Intermediate completed with aggregate of 50% & Final continuing at I.C.A.I(Institute Of Cost Accountants Of India),Bhubaneswar Chapter.
Period	Particulars
Graduation 2008-2011	+3 COMMERCE(Hons-Accounting), Nimapara College, Nimapara having 2nd Division under UTKAL UNIVERSITY,Odisha.
Intermediate 2006-2008	+2 COMMERCE, Nimapara College Nimapara having 3rd Division under COUNCIL OF HIGHER SECONDARY EDUCATION, Odisha.
Matriculation 2006	10 th , Badalashasana High School ,Badalashasana having 1st Division under BOARD OF SECONDARY EDUCATION, ODISHA

COMPUTER KNOWLADGE

Period	Certificate Name
Experience in Year-2011	SAP Business One, Zoho Book Tally ERP9(I.A.C.S Computer Education),Nimapara. <u>Subject/Specialization</u> ➤ Computerised Accounting.
Oct 2012-Mar 2013	D.C.A from OCAC Computer Education, Nimapara The Institute Of Cost & Works Accountants of India <u>Course Modules</u> ➤ Computer Fundamental ➤ Operating System ➤ Word processing ➤ Ms-Excel ➤ Ms-Powerpoint ➤ Accounting Package

HOBBIES

- Meeting cross section of people, regular interactions for enhancing accounting knowledge.
- Creating of new friendship & relationship of profession.

PERSONALITY TRAIT

Fathers Name : Bishnu Kumar Dash

Sex : Male

Date of Birth : 11th June 1991

Nationality : Indian

Religion : Hinduism

Marital Status : Unmarried

Mother Tongue : Odiya

Language Known : English, Hindi, Oriya

DECLARATION

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

Date:

Place Bangalore

Yours Faithfully