



Subodh Kanta Barik

Address: C/o – Mr. Surendra Kumar Barik

At - Tentulidiha, Po – Kanikapada

Via - Gopalapur, Distt - Jajapur

State - Odisha

Mobile: 7978230986

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Career objective:

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

Educational Qualification:

- 10th Passed From Board of Secondary Education, Odisha (2008)
- 12th Passed From Utkal University, Odisha (2010)

Additional Qualification:

- MS office, computer fundamentals & internet etc.
- Tally ERP 9.0
- Aero Chef Soft Ware
- SAP

Working Experience:

Worked as a Co-Ordinator & Service Controller in “CASINO AIR CATERERS & FLIGHT SERVICES” In Jaipur from 01st Oct 2021 to till.

Worked as a MIS Executive in “AIR CHEF PVT. LTD” In Guwahati from 01st July 2019 to 5th Feb 2020.

Worked as a Asst. Accounts in “INVISIBLE KITCHENS PVT. LTD” In New Delhi from 01st Dec 2016 to 30th Jun 2019. (Fortis Hospital)

Worked as a Asst. Accounts in “AA GLOBE SERVICES PVT. LTD” In New Delhi from 01st Sep 2014 to 30th Nov 2016. (Fortis Hospital)

Worked as a Store Executive in “KV SYSTEMS PVT. LTD” in New Delhi from 01st Aug 2012 to 30th Aug 2014.

Working as a Production Executive in “AV SYSTEMS PVT. LTD” In New Delhi from 08th June 2010 to 31st July 2012.

JOB PROFILE:

- Reporting to Manager-Accounts & Unit Manager.
- Stores Inventory
- MIS and Billing to Client.
- Daily Cash Collection & Reports maintaining.
- Cash & Cafeteria inventory audit
- Imprest A/C and Petty Cash maintaining.
- Monitoring stock reports and inventories.
- Daily update challan./ verified challan
- Monthly Billing.
- Purchase Bill Passing.
- OPS Handling & Dispatch.

Personal Dossier:

Date of Birth: 05th May 1993

Father's Name: Mr. Surendra Kumar Barik

Marital Status: Unmarried

Hobbies: Playing Cricket, Watching Cricket, Listening Music

Language: Odiya, Bengali, Hindi & English

Declaration:

I hereby declare that all the statement made in this profile is true, complete & correct to the best of my knowledge and belief.

Date: -.....

Place: -

Signature