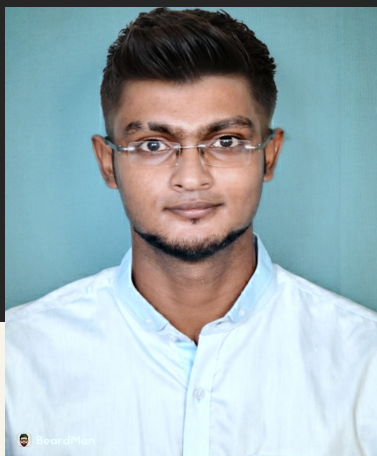




DEV PRAKASH GHADAI

Post Graduate In Master Of Commerce In Finance & Control

Cell : +91-7894912905

Mail : Sipunghadai@gmail.com

PROFILE

Passionate Account Manager
With 2+ Years Of Experience
Providing Accounting
Supports . Flexible With
Different Type Portal Works

DOB : 02-05-1995

Gender : MALE

Nationality : INDIAN

Language : Odia, Hindi & English

HOBBIES & SKILLS

HOBBIES : Playing Sports Like
Cricket, football, Badminton And
Volleyball Etc. , Travelling New Place
, Shopping ,Hiking , Fishing, Jugadu

SKILLS : Leadership, Decision
Making, Team Player, Analytical,
Creative Thinking, Problem Solving,
Flexibility, Communication And Public
Speaking.

EXPERIENCE

❖ Finance In Charge (2018 -

Now Working In A Telecom Company i:e **SAPAN KUMAR PRADHAN** in Bhubaneswar, Odisha As Finance In Charge.

Managing accounting activities with accounting principle and policies. Preparing accurate and timely finance report of company expenditures,

Making vendors POs, payment and bills and then maintain their accounting records and statements.

Making Company's amendment bills and involved in processes of E-Portal billing under Bharati Infratel LTD Company .

❖ Account Assistant (2017 - 2018)

Worked With **L&T Construction** For UG Cables in Vizag, AP as account assistant in account and administrative department .

Preparing, maintain & recording financial transactions i;e bank and cash transactions .

Preparing E-portal bills for Vendors, bank & cash transactions and for stores purchases .

Preparation of assigned quarterly, half yearly and yearly closing and various administrative work.

EDUCATION

❖ B.J.B. Autonomous College, Bhubaneswar

UNIVERCITY : Utkal University , Bhubaneswar

M.com(Finance & Control)

First Class(60.06%)

Have Good Knowledge About Finance And Latest Development In Finance Sector And Industries, With Analytical Skill And Managerial Competence In Various Finance Related Fields

❖ **Maharishi College Of Natural Law, BBSR**

UNIVERSITY :Utkal University, Bhubaneswar .

B.com - First Class(60.16%)

Accounting Honours With Distinction .

❖ **Royal Junior College, Jeypore (2010-2012)**

Higher Secondary Education (Commerce) .

BOARD : CHSE , Odisha

First Class(66.33%)

COMPUTER SKILLS

Post Graduate Diploma In Computer Application (PGDCA)

MS Office (Word, Excel, Outlook, Powerpoint)

Google Drive (Docs, Sheets, Slides)

Email (mail merge, filters, folders, rules)

Database Management (MS Access)

SUMMER INTERNSHIP —

**Project On Financial Statement Analysis
At ORISHA HYDRO POWER
CORPORATE LTD, Bhubaneswar**