

CURRICULAM VITE

BISWAJIT SAHOO

ADDRESS:-

AT-BACHHOL,

PO-BACHHOL,

PS-BINJHARPUR

MOB NO- 7605011458

Email Id:-sahoobiswajit013@gmail.com

Career Objectives:-

My objective is to associate with a creative, result oriented and progressive organization which will allow me to work in a competitive environment so that I can contribute my best to find new opportunities for the company. I am confident that I can make visible contribution to the organization.

Working Experience-

- Designation : Head Cashier,
Organization : Mayasheel Retail India Limited,
Duration : 18-Aug-2017 to 19-Jun-2019,
Location : Buxi Bazar,Cuttack.

- Designation : Cashier
Organization : Ujjivan Small Finance Bank,
Duration : 20-Jun-2019 to 22-Aug-2021
Location : Salipur,Cuttack

- Designation : Assistant Manager(Service Officer)
Organization : Kotak Mahindra Bank,
Duration : 23-Aug-2021 to Continuing..
Location : College Square,Cuttack

Educational Profile

- Graduated From Baruneshawar Mahavidyalaya,Arei Under Utkal University in 2017..

- Completed 12th From Kharosrota Mahavidyalaya,Singhpur,Jajpur Under CHSE Board,Odisha in 2012.

- Completed 10th From Barunei High School,Fatepur Under BSE,Odisha in 2010.

Accounts

- ⦿ Controlling of all type of Vouchers like Purchase, Sales, Cash, Bank and Journal.
- ⦿ Controlling About Credit Control & Vendor Management.
- ⦿ Preparation of Monthly Cost & Expenses Statement and Analysis.
- ⦿ Checking of Invoices received as per the Purchase order issued.

Operations

- ⦿ Ensuring routine Cashier operation & SOP adherence.
- ⦿ Coordination with different departments for operation effectiveness.

Management

- ❖ Customer relationship management.
- ❖ Resolving Customer Complaints.

Ability to work under pressure

- ⦿ Openness towards learning new skills.
- ⦿ Always ready to accept new challenges.
- ⦿ Analytical & Problem solving skill.

Personal Details:-

Date of Birth : 11-Aug-1996

Languages Known : Hindi,Odia,English

Intrests in watching movies & listeing songs..

Decelaration:-

Hereby I Declare that all the data and information provided avobe are true and correct to the best of my knowledge and I hold responsible myself for any irregularities if found..