

JOCHHAN KUMAR DAS

Mobile: +91-9937328727

Email-ID: jochhandas@gmail.com

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
Current CTC
Notice Period

Demech Chemical Products Pvt. Ltd.
Accounts Assistant
From 19th April 2017 to till now
₹ 4.61 Lacs PA
30 Days

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, such as IOCL , HPCL , NTPC , NALCO , Etc.**
- **To collect daily attendance from Managers & Site Personnel's & forward it to HO towards Payroll Payment & Statutory Compliance.**
- **To collect monthly attendance, leave applications, c.off applications etc. from team, compile it & to forward it to H.O as Payroll Management.**
- **Primary checking of T.A. bills, Job expense bills, contractor bills with W.O as well as Reconciliation .**
- **Prepare & Issue Work Orders / Purchase Orders to Contractors / Suppliers.**
- **To prepare raw material consumption, coverage area report & submit it to Management.**
- **Petty cash handling including Daily Office Administration of Rourkela Region Office.**
- **Maintaining Register of Equipments & Machinery at Office & Site.**
- **Customer & Contractors Bills Reconciliation, Payment Follow-up & Payment Disbursements.**
- **CRM Entries in Sales Babu CRM.**
- **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 Mahavidyalaya 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-OFFICE |
| ➤ Operating System | : WINDOS-9X/XP/11 |
-

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 th NOV' 1981
Fathers Name	:	Pannalal Das
Gender	:	Male
Marital Status	:	Married
Languages Known	:	English, Hindi, Oriya & Bengali
Present Address	:	Q.No - L - 132, 2 ND Floor ,Basnati Colony, Phase - II, Rourkela ,Dist: -Sundargarh-769012 (Odisha)
Permanent Address	:	Flat No - F/0808 , Solaris City Serampore , Phase - 1, At - 29 , Kanailal Goswami Sarani, Serampore , West Bengal - 712201

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

Place: ROURKELA
Date: 01/07/2024



(JOCHHAN KUMAR DAS)