

Swayam Prakash Mohapatra

Male- 27 years

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OBJECTIVE

To make use of interpersonal and analytical skills to achieve goals of an organization. And secure a responsible career opportunity to utilize my training skills, while making significant contribution to the success of the company and working in a collaborative environment.

SUMMER INTERNSHIP

Two Months (May'19-June'19) duration internship programme at **"Future Generali India Life Insurance Co.Ltd."** as a **part of MBA curriculum** where I was assigned in the role of **Business Development Intern**

Key Responsibilities:

- * To generate Sales lead & pitch insurance products to client

Key learning:

- * Hands on learning as a part of the sales department
- * Understanding about the various insurance products ,how to generate quotes & taxation benefits to be availed
- * Attended the training sessions and had brief understanding about - **Technical analysis of stocks, stock market , stock market indices , stock market indicators , Japanese candlestick patterns etc.**
- * Done internship project on - **"Analysis of Mid-cap stocks using Technical Analysis"**

Results:

- * **Generated revenue of Rs.1,04,372** by selling 5 policies and made it to the silver club

ORGANISATIONAL EXPERIENCE

Worked in Organization- **(Larsen & Toubro Limited) -Patna (Bihar) ; South 24 Paraganas (West Bengal)**

Designation-**Graduate Commercial Trainee**- Period-(2-jun-15 to 14-jun-16)

Supervisor-Accounts(Promoted), Period - (14-jun-16 To 12-jun-2018)

* Responsibilities:

- **Maintained accurate, current and compliant financial records by maintaining and addressing variances**
- **Posting of Accounting vouchers and store indents to assist with key decision making and strategic operational planning**
- **Managed accounts and stores files and records adhering to safety procedures to prevent breaches and data misuse**
- **Performed subcontractor and vendor billing and payment and reporting functions for office**
- **Creation of service work orders for service rendered by various agencies**
- **Delivered expert support to admin department by efficiently handling wide range of routine and special requirements**
- **Optimized organizational systems for payment to vendors and record keeping**
- **Managed costs and billing and resolved financial discrepancies effectively through organizational management of accounting information using EIP software**
- **Supervised and guided new employees on accounts, stores and admin and responded quickly to questions, which improved understanding of job responsibilities**
- **Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records**
- **Maintained physical files and digital records organized for easy updating and retrieval by authorized team members**
- **Procurement of materials at site-level following the SOP i.e. placing material requisition, getting quotes from vendors and placing the purchase orders followed by the receipt of materials and maintenance of stock ledger**
- **Initiated digital payments i.e. through bank and curbing the usage of cash by maximum extent possible**

Key learning - acquired functional skills on **EIP (Enterprise Information Portal) Module** , client & sub-contractor billing , allocation of budget to various heads, procurement of site materials and allocation of cost under respective heads , Maintenance of stock ledger, book keeping , bank reconciliation statement and site administration

EDUCATIONAL QUALIFICATIONS

Qualification	School/College	Board/ University	Year of Passing	Percentage/ CGPA
MBA(Finance/Marketing)	KIIT School of Management(KSOM)	KIIT University	2020	8.95
B.Com	Goenka College of Commerce And Business Administration	University of Calcutta	2015	70
+2	Fakir Mohan Junior College, Balasore, Odisha	C.H.S.E , Odisha	2012	88.6
Std. X	St.Vincent Convent School , Balasore	ICSE	2010	77.47

ACADEMIC ACHIEVEMENTS

- Succeeded in achieving **11th position in state of Odisha** in std.XII Council of Higher Secondary Examination (C.H.S.E) for commerce stream
- * Winner in 10th National HR Conclave for **‘Pre-Presentation on Topic-Inculcating Agile Learning Culture for Change Management’**

COMPUTER PROFICIENCY

- Tally ERP9, Efficiency in SAP FICO(beginner), Advanced Excel, MS Power-Point, MS-Word.

SKILLS

- Time Management
- Multi-Tasking
- Written and Oral Communication
- Result Oriented
- Financial Report generation and Analysis
- Accounts Receivables and Payables

CERTIFICATIONS

- Accounting Fundamentals- CFI(Corporate Finance Institute)
- Corporate Finance- CFI(Corporate Finance Institute)
- Introduction to Banking- CFI (Corporate Finance Institute)
- Investment Banking Overview- EDUCBA
- Economics for Capital Markets- CFI(Corporate Finance Institute)
- Reading Financial Statements- CFI(Corporate Finance Institute)
- SAP FICO (For Beginners)- UDEMY
- Excel course from Beginner to Advanced- UDEMY
- Tally ERP9 with GST - Basics to Advanced- UDEMY

LANGUAGES KNOWN

- English, Hindi, Odia

INTERESTS / EXTRACURRICULAR ACTIVITIES

- Have a desire to travel in order to experience new cultures and environments.
- Have an interest for pet care and want to be associated with PETA in order to show my love and care for animals and protect them in each and every way possible .