



ANUSHKA PATRO

At- Bhubaneswar, Odisha

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CAREER OBJECTIVE :-

Seeking an entry-level position in the field of Finance and accounting in an esteemed organization that would help me expand my knowledge of the domain and put my financial reporting and planning skills to good use. To utilize my skills in becoming a valuable team member in the field of finance and financial service sector.

SKILL SUMMARY :-

KEY AREAS	MAJOR FIELDS OF STUDY
General Accounting	Understanding of asset, liabilities and capital accounting entries, summarizes current financial status by collecting information. Preparing balance sheet, profit and loss statements and other reports
Financial Analysis	Vertical Analysis Horizontal Analysis Ratio Analysis
General Ledger	Journal entries Ledger Trail Balance Balance Sheet

ACADEMIC DETAILS :-

PROGRAM	INSTITUTION	CGPA/ PERCENTAGE	YEAR
MCFC	BJB AUTONOMOUS COLLEGE	80	2018-20
B. COMM	BJB AUTONOMOUS COLLEGE	69	2015-18
HSC	MOTHER'S PUBLIS SCHOOL	90	2015
SSC	MOTHER'S PUBLIC SCHOOL	8.6/10	2013

TRAINING :-

Company : Odisha Power And Transmission Corporation Limited, OPTCL

Tenure : 2 Months (May,2019 – July,2019)

Job Title : Finance Intern

Responsibilities :

- Entering information into the financial accounting system.
- To collect, understand, verify and report accounting related information.
- Providing assistance in the preparation of monthly or weekly financial reports.
- To work closely with the accounting team to ensure accurate financial reporting.
- Assisted in analysing and interpreting the financial statements of OPTCL.
- Gained an understanding of the statutory framework requirement for the preparation of financial statements , books of accounts.

PROJECTS UNDERTAKEN :-

- Financial analysis on Odisha Mining Corporation [OMC]
- Project on Hindustan Unilever Company [HUL]

EXTRA CIRRICULAR :-

- Attended National Workshop on 'Indian Ethos And Leadership Excellence' Attended Workshop on 'India's Foreign Policy'
- Core member of events team at college
- Organised various events during graduation at college
- Organised 55th College Annual Athletic Meet
- Volunteered for various events for the NGO, 'Bakul Foundation'

CERTIFICATIONS :-

- Certification of Complete Financial Analyst course by Udemy
- PGDCA (6 Months program) by Aptech
- Tally ERP (6 Months program) by Aptech
- C, C++ (6 Months program)

PERSONAL DETAILS :-

Name : Anushka Patro

Date of birth : 18th April 1997

Nationality : Indian

Languages known : English , Hindi , Odia

Address : Sravani Enclave , Bhimtangi, Bhubaneswar, Odisha-751002

DECLARATION :-

I, hereby declare that the above stated information are correct to the best of my knowledge.

Place : Bhubaneswar

Name : Anushka Patro