**CURRICULUM VITAE**

**DANIEL SUBUDHI**

Current Location – Bhubaneswar, Odisha [Open for any Location in India]

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**CAREER OBJECTIVE:**

I wish to be part of an organization which has good growth prospects and provides a quality environment where, I can work to my employer’s satisfaction and at the time, enrich my knowledge and enhance my operational skills.

**ACADEMIC QUALIFICATIONS:**

* PGDM in Finance from Affinity Business School, Bhubaneswar, Odisha, (2018-2020).
* Graduation from Stewart Science College, Cuttack, Odisha, (2010-2013).
* Intermediate from Stewart Science College, Cuttack, Odisha, (2008-2010).
* I.C.S.E. from New Stewart School, Cuttack, Odisha, 2008.

**TECHNICAL QUALIFICATION:**

* **CABA-MDTP** from NCPUL**.**

**JOB EXPERIENCE:**

* **6 months experienced as Audit Assistant and Accountant in RKJS & CO LLP., Cuttack (2021)**
* Maintains the general ledger and all related accounts with proper documentations and records of all company transactions
* Recording, classifying, and summarizing financial transactions and events in accordance with accepted local accounting principles and financial reporting standards
* Responsible for monthly and year-end closing of the general ledger including preparation of journal entries in Tally
* Prepares monthly bank reconciliation for all accounts; verifies accuracy of bank statements and resolve questions or problems; maintains integrity of cash balances and cash flow systems
* ITR Computax and Tax Audit Entry of various clients
* Proficiency with MS Excel and Tally
* **3 Years experienced as a Data Analyst in Analysis Publishing Pvt. Ltd., Cuttack (2015-2018)**
* Acquire data from primary and secondary data sources and maintain databases/data system
* Importing data from various external data sources to bring meaningful insights into the business.
* Strong analytical skills with the ability to collect, organize, and analyze significant amounts of information with attention to detail and accuracy
* Used statistical techniques for hypothesis testing to validate data and interpretations
* Improved data accuracy, visibility and value by improving and streaming processes regarding data flow and data quality
* Identify, analyze, and interpret trends or patterns in complex data sets
* Filter and “clean” data
* Work with management and information needs
* Locate and define new process improvement opportunities
* Reporting the results back to the relevant members of the business

**SUMMER INTERNSHIP PROJECT:**

* Company : METRO BUILDERS (ORISSA) PVT. LTD.
* Title : CAPITAL BUDGETING AND INVESTMENT APPRAISAL
* Department : FINANCE & ACCOUNTS

**OTHER CERTIFICATION COURSES:**

* BUSINESS ANALYTICS WITH EXCEL
* FINANCIAL MODELING AND VALUATION
* ADVANCE EXCEL TUTORIAL ONLINE (VLOOKUP, HLOOKUP, INDEX & MATCH, SUMIFS, COUNTIFS,PIVOT TABLE)