Pooja Behera

Accounts Executive

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PERSONAL STATEMENT

Accounts executive with 2 years of experience in day-to-day bookkeeping, GST and TDS entries, bank reconciliation and ledger scrutiny for a building-materials distributor. Works daily in Tally Prime and Excel, supports monthly GST returns and keeps vouchers and records audit-ready.

CORE SKILLS

- Accuracy
- Documentation
- Time management
- Vendor and customer coordination

WORK EXPERIENCE

Accounts Executive · Kalinga Building Solutions Pvt Ltd, Bhubaneswar Aug 2024 – Present

- Record 600+ sales, purchase, expense and journal vouchers a month in Tally Prime for a distributor with ₹2.6 crore monthly sales.
- Reconcile 4 bank accounts and cash book weekly, clearing unmatched entries before the 5th of each month.
- Prepare GSTR-1 and GSTR-3B data for the consultant and match purchases with GSTR-2B, reducing ITC mismatches by 30%.
- Follow up on debtors above 60 days and helped bring overdue receivables down from ₹68 lakh to ₹41 lakh.

Accounts Trainee · Mohapatra & Sahu Chartered Accountants, Cuttack Jul 2023 – Jul 2024

- Maintained books for 12 small business clients, including sales and purchase registers and petty cash.
- Prepared TDS working and challans for salary, rent and contractor payments.
- Arranged vouchers and ledgers for statutory audit and tax audit fieldwork.

EDUCATION

B.Com (Hons) in Accounting · Utkal Commerce College, Bhubaneswar 2020 – 2023
Grade: 7.6 CGPA

CERTIFICATIONS

TallyPrime Certification (Level 3) · Tally Education May 2023

SKILLS

- Tally Prime
- Bank reconciliation
- MS Excel (VLOOKUP, pivots)
- GST entries and returns
- Ledger scrutiny
- Zoho Books
- TDS working
- Accounts receivable follow-up

LANGUAGES

- English · Professional
- Odia · Native
- Hindi · Fluent

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