

Gayatri Sahu
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Objective

Aspiring for a career wherein the best of experience and knowledge are streamlined to create satisfactory results without compromising on work ethics and values and striving to achieve the best possible outcome.

My Abstract

Energetic and result oriented professional with a strong knowledge in Banking Sector, Accounting with a tendency to thrive in dynamic and fluid environments while remaining pragmatic and focused:

- ❖ Initiative-taking, hardworking, dedicated with ability to understand and meet the timelines.
- ❖ Adept at working in high-pressure environments with strict deadlines and multiple deliverables.
- ❖ Superior communications and interpersonal skills, multitasking with an ability to interact with a wide range of people.

Work Experience

Having an overall 4 Years' experience with around 3 years' experience in Banking sector, 1 years' experience in Accounts.

<u>Organization</u>	<u>Designation</u>	<u>Tenure</u>
Axis Bank Limited Bhanjanagar (Odisha)	Assistant Manager Operational Department	Sep-2019 to Mar-2022

Areas of Experience

- ❖ Bank Teller with elevated levels of integrity and accuracy
- ❖ As a Customer Service Officer (CSO) work performed related to Customer Accounts i.e., Cheque Clearing, Transfer, RTGS, NEFT Etc.
- ❖ Day to Day Branch Operation work i.e., Vault Operations
- ❖ Managing Petty Cash with Daily Reconciliation
- ❖ Deals with NRI Customers for Investment and Accounts Related Work
- ❖ Having Experience in Cross sell Products
- ❖ Managing All Administrative & Statutory Work
- ❖ Support to Auditor for Internal Audit on Quarterly Basis
- ❖ Serve as a TL in the absence of Supervisor to Maintain Seamless bank operations & Procedures.

Organization

Urban Primary Health Center
Berhampur (Odisha)

Designation

Accountant cum Data Assistant
NUHM Department

Tenure

Aug-2018 to Aug-2019

Areas of Experience

- ❖ Maintaining books of accounts.
- ❖ Compliance of statutory procedures
- ❖ Working Payroll Calculation & Payoff
- ❖ Incentive Calculation & Payoff for Health Workers
- ❖ Vouching
- ❖ Stock & Cash Verification
- ❖ MIS Reporting

Achievement

- ❖ Achieve NISM Certificate in Axis Bank.
- ❖ Awarded as Best Retail Remittance of NRI Customer for the Month of Jul'2021.

Educational Qualifications

- ❖ M.Com (Hons) from Berhampur University (Odisha) in 2018.
- ❖ B. Com (Hons) from Khallikote Autonomous College, Berhampur under Berhampur University (Odisha) in 2016
- ❖ 10 + 2 (C.H.S.E, Odisha) from Disha College of Management & Technology, Berhampur (Odisha) in 2013.
- ❖ 10th (H.S.E) From G.S.T.S. for Women, Berhampur in 2011.
- ❖ PGDCA from MS Infotech, Berhampur in 2014.

Technical Skills

- ❖ Good working knowledge in MS-Office-2010(MS Word, MS Excel & Power Point)
- ❖ Good Working Knowledge in Tally 9 Accounting Software.

Personal Details

- ❖ Father's Name : Manoj Kumar Sahu
- ❖ Date of Birth : 01st Apr 1996
- ❖ Gender : Female
- ❖ Marital Status : Married
- ❖ Nationality : Indian
- ❖ Passport No. : Z6608374
- ❖ Expiry Date : 17th Feb 2032
- ❖ Hobbies : Listening Music and Surfing Internet
- ❖ Languages Known : English, Hindi, & Odia
- ❖ Permanent Address : Sitaram Street, Askaroad, Berhampur
Dist: Ganjam (Odisha), PIN: 760006

Date :

Place : Dubai

GAYATRI SAHU