## **CURRICULUM VITAE**

**MANISH KUMAR**

Mob: **+919997527092**

Email-manishmehra.uk@gmail.com

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|  ***PROFILE*** |

A sincere hardworking dedicated, team player goal oriented professional having pleasing personality, concern for the institution and men associated with, will prove to be an asset to the organization.

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| ***STRENTGHS*** |

I am straight forward, analytical very practical in my life. Assts are my strong relations with people, which provide a technical & Accounting base for me.

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| ***ACADEMIC ACHIEVEMENTS*** |

* M.com. Passed from KumaunUniversity Nanital, U.K. in 2010.
* B.com. Passed from KumaunUniversity Nanital, U.K. in 2008.
* Intermediate Passed from R.A. Inter Collage Afzalgarh , Bijnor UP. Board in 2005.
* High school Passed from R.A. Inter Collage Afzalgarh , Bijnor UP. Board in 2003

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| ***TECHNICAL ACHIEVEMENT IN COMUTER TECHNOLOGY*** |

* **DCAP** (Diploma in Computer Application & Programming) from ESTC-ACEL Govt. of India Society, Ministry of Micro, Small & Medium Enterprises, Ramangar -244715,Nainital (U K).
* **ADIAM** (Advance Diploma in Industrial Accounts Management) from IFCA-VERMA Institute kashipur, 244713 U.S.Nagar (U K).
* **ICA** (Certified industrial Accountant)Diploma From **ICA Institute** kashipur U.S.Nager (U.K).
* **SAP ERP KNOWLEDGE “FINANCIAL ACCOUNTING With LOGISTICS”**

 Account Receivable, / Account Payable, / Inventory Management, / Billing, / Dispatch

* Basic computer Course From **Gurukul Institute** kashipur.

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| ***COMPUTER SOFTWARE SKILLS*** |

* MS Office 2007 (MS Word, MS excel, MS Power Point)
* MS DOS
* Tally.ERP 9
* English typing speed 40 W.P.M.
* Hindi typing speed 15 W.P.M.
* Knowledge of N Computing
* Knowledge of O/S XP, WIN 7, & WIN 8

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| ***COMPUTER SKILLS IN ACCOUNTING*** |

* Monitoring of Voucher Entry of cash, JV, Purchase entry, payment of salary etc.
* Knowledge of preparation of accounts of companies & societies.
* Handling matters relating to TDS deposit , return, &Service Tax.
* Handling matter relating to other work QPR (Quarterly Performance Report).
* Handling Material Job work Register maintain.
* Monitoring outstanding, collections from the Debtors & Franchises.
* Bank reconciliation of all bank accounts.
* Handling Billing & Dispatch work.
* Reconciliation of party accounts with bills and payment monthly/ annually.
* Preparation of Invoice and all dispatch papers for sending the material to the customers.
* Knowledge of (GST) Goods and service tax.
* Preparation of GSTR1,GSTR3B &(GSTR2A Reconciliation).
* Knowledge of SAP ERP Finance Accounting with Logistic.
* Books-writing and vouchers preparation work with SAP FI Module.

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| ***EXPERIENCE*** |

* One Year Experience in Sidharth Paper Mill Kashipur From Nov-2014 To Dec-2015
* Two Year Experience in Universal Industries Kashipur From Dec-2015 To June-2017 H.R Executive cum Accountant.
* Present Working in **Gupta Power infrastructure Limited** Kashipur From June-2017 to till Date as a Sr. Account Executive.

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| ***PERSONAL DETAILS*** |

Father’s Name : Shri. Ashok Kumar

Date of Birth : 10thFeb.1986

Nationality : Indian

Language Known : Hindi, English & Punjabi

Marital Status   :  Unmarried

      Gender    :  Male

 Postal Address : Garhwal sabha, Jspur khurd Kashipur.

 Dist-U.S.Nagar,Uttrakhand -244713

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| ***ASSURANCE*** |

I hereby assure you that I work diligently & honestly. If appointed, I hope that I’ll satisfy you with my work.

I wish to finish my resume for kind & favorable consideration to work in your organization.

Place: Kashipur (Uttarakhand) Your’s faithfully

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

 **Manish Kumar**