

## APPLY FOR POST AS ACCOUNTANT

### CURRICULAM-VITAE



**MANOJ KUMAR KAURAV**

**manoj.kaurav@gmail.com**

#### Personal Profile

**Date of Birth :**  
27 DEC. 1981

**Gender :**  
Male

**Nationality :**  
Indian

#### **Language Known :**

Primary: Hindi  
Secondary: English

#### **Hobbies And Interest :**

Playing Cricket,  
Listening music.

#### **Father's Name :**

LT. SHRI DEVENDRA SINGH  
KAURAV

#### **Current Residence:**

Vill . Kanhargaon  
Teh/Post Gadarwara  
Dist Narsinghpur 487551  
(M.P.)

#### **OBJECTIVE:**

Seeking a challenging career in team work oriented environment, to get trained under the best minds and to put my technical and managerial skills. I am able to work properly in any condition.

#### **PERSONAL SKILLS:**

Comprehensive problem solving abilities, excellent verbal and written communication skills, willingness to learn and a team facilitator. I can mold the mind of customer.

#### **ACCADEMIC QUALIFICATION :**

<b>Degree</b>	<b>M.Com (2005)from Ranidurgawati University Jabalpur</b>
<b>Degree</b>	<b>B.Com (2003)from Ranidurgawati University Jabalpur</b>
<b>12<sup>th</sup></b>	<b>High Secondary (2000) from M.P. Board Bhopal.</b>
<b>10<sup>th</sup></b>	<b>High School (1998) from M.P. Board Bhopal</b>

#### **Other Qualification:**

<b>M.D.S.T.</b>	<b>Professional Diploma from IEC ( The Institute of Computer M.P. Govt) Gadarwara</b>
-----------------	---

#### **AREA OF INTEREST:**

- Accounts, Computer Work and Finance Accounting.

#### **JOB PROFILE:**

- As a Sr. Accountant.
- Capacity of commercially and office Account Management Work.
- Processing tally all entry.
- Preparation of statements month wise showing income and expenditure
- e-TDS return Digitization work & income tax Work

**Phone :**  
9754578660

**Permanent Residence:**

Vill . Kanhargaon  
Teh/Post Gadarwara  
Dist Narsinghpur 487551  
(M.P.)

**Whatapp No:**  
9754578660

**Total Experience**  
16 Year, 5 Month

**COMPUTER PROFICIENCY:**

- MS Excel, MS Word, & Tally (Accounting Package) Version **7.2, 9.0, & 9.4.91** and Industrial Accounts Related Work.

**EXPERIENCE:**

- **Three Year** Experience as a Commercial Manager & Accountant (working on Tally) in **Narmada Sugar Mill Pvt. Ltd** in Salichowka since Nov. 2005 to May 2008.
- **Six Month** Experience in **Sumat K. Jain & Company (Chartered Accountant)** as a **Tally e-TDS Work & Internal Auditor** of **Vishal Mega Mart** at Bhopal since Feb. 2009 to July 2009.
- **One Year** Experience working at **Anshul R. Agrawal & Associates ( Chartered Accountant )** as a **Tally e-TDS Work & Accountant** at Bhopal since July 2009 to July 2010 date.
- **Nine Month** Experience working at **M/s Shubh Food Plaza Habibganj** working on post **Accountant** at Bhopal since July 2010 to April 2011.
- **Eleven Years** Experience working working in **Gyansagar International School ,Shri Gajanana Shiksha Samiti College , Evergreen Education Society College** Sohagpur as a **Sr. Accountant** since June 2011 to till date.
- At this time I'm working in **Raj Rajeshwari Sugar Pvt Ltd. Mohapani Gadawara Dist Narsinghpur** as a **Accountant** since June 2022 to till date.

**STRENGTHS:**

- Passionate about learning and ability to grasp concepts easily.
- Analytical approach to technical problems.
- Ready to face challenges

**DECLARATION:**

I hereby declare the above-mentioned details are true to the best of my knowledge and belief.

**DATE:**

**PLACE: Gadarwara**

**MANOJ KUMAR KAURAV**