

Sonu Kumar Singh

Career objectives:-

Looking for a good opportunity in a reputed organization that offers challenging work environment. This complimented with my interpersonal skills and drive to excel would help me accomplish the tasks that I am entrusted with and use my academic knowledge and skills appropriately.

Academic Qualification:-

General Education:

- ✓ Graduation in Commerce from Allahabad University.
- ✓ Intermediate from R.P.S. Patna, ICSE Board.
- ✓ Matriculation from De. Nobili School, Dhanbad, ICSE Board.

Computer Education:

- ✓ Diploma in Computer Application, Tally from Macrosoft.

Work Experience:-

- Currently working as an Executive Accountant in CIO Tyres Private Limited from 10th July 2014 to till date.
- Worked as a Sr. Assistance in Adhunik Alloys & Power Limited (Adhunik Group of Industries) from 7th June 2011 to 30th June 2014.
- Worked as Consultant in the PAMAC Finserve Pvt Ltd. since June 2010 to May 2011.
- Worked as a Customer Support Executive in SERCO from March 2009 to November 2009.
- Worked as Executive Accountant for Gramin Agriculture Development Corporation from September 2005 to December 2007.

Job Responsibilities at CIO Tyres Private Limited:-

- Preparing Supply Bill to Tata Steel Limited through ECCI, Northern Coalfields Limited and other parties through Tally in GST regime.
- Maintaining of Purchase Register as per GST regime.
- Maintaining Sale Register as GST as per regime.
- Dispatch of materials.
- Preparation of quotation of different parties.
- Handling Petty Cash.
- Preparation and entry of vouchers like Journal voucher, Bank voucher, Cash voucher.
- Checking of bill and process for payment.
- Preparation day to day accounts in Excel & Tally.
- Preparation of Bank Reconciliation Statement.
- Knowledge of GST and GST Return (GSTR1, GSTR2, GSTR2A & GSTR3B).
- Filing of PF & ESIC online (complete work of ESIC & PF).
- Preparation of MIS (weekly).
- Preparing payment Status of client and follow up with client for payments.

Job Responsibilities at Adhunik Alloys & Power Limited:-

- To create Plan.
- To create Deliveries.
- To create shipment.
- To make Excise Invoice.
- To make Ex-port Invoice.
- To make entry of service sheet.
- To entries of Account Payable.
- To make posting of Cash Collection.
- To make entries of Cash journal.
- Posting of customers (create customers).
- To make Sugam of Blue, Pink & Green.
- To make Ex-port Sugam (B).
- To make invoice of Captive consumption, Back log & Conversion.
- To make Report on Daly basics and report it to HOD (head of department).

Job Responsibilities at PAMAC Finserve Pvt Ltd:-

- Verification of documents, such as Income Tax Returns, Bank Statement, Salary Slip.
- Residence & Business Verification (home Loan).
- Collecting verified copy of report and sending hard copy to the client for Punjab national Bank.
- Collecting and Uploading ITR report, Office & Residence verification report, Bank statement, Salary slip in E-smart for HSBC bank, Axis Bank & Dhanlaxmi Bank.
- Clients are (Yes Bank, Bajaj Bank, Axis Bank, HSBC Bank, Punjab National Bank, Dhanlaxmi Bank).

Job Responsibilities at SERCO:-

- Proficient in taking in bound call and generating revenue.
- Excellent in hand holding passive customers and one among the best on floor to handle irritable customer.
- Excellent voice modulation and pacifying skills.

Skills:-

- Basic computer skills in MS Word, PowerPoint and Excel and in using Internet.
- Good knowledge in Tally, Windows XP and Vista.
- Costing, Accounting.
- Cash & Sales book.
- Inventory Cost (LIFO & FIFO).
- Detail-oriented, efficient and organized professional with extensive knowledge in material management systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

Strengths:-

- Quick and keen to learn.
- Accommodative.
- Good team member.

Contact Information:-

SINGHBHUM REFRACTORY
Sonu Kumar Singh,
Plot No. 8, 4th Phase.
Near Teacher Training School.
P.O- Gamharia - 832108
Dist- Seraikela-Kharswan,
Jamshedpur.

Contact Information:-

Sonu Kumar Singh.
Late Ram Pujan Singh
Urmila Niwas
Near Ganga Singh Law College
Heam Babu Raod
Salempur (West)
Chapra (Saran)
Bihar.

Email: shivsonu3010@gmail.com
Mobile: +91 9006 235 675