# CURRICULUM VITAE

**Manoj Rajput**

 Front of Vastudham Colony

 Prakash Nagar A.B. Road

Dhamnod(M.P.)

# Contact:No.- 094248-17003

 Email: -rajput.manoj.india@gmail.com

**Career Objective**

# To work with an Organization that offers a good work culture & progressive work environment by which once expertise & experience can be further enhanced and moreover add value to the firm.

**educational qualification**

**Academic Qualification**

|  |  |  |
| --- | --- | --- |
| **Board/University** | **Degree/Course** | **In Year** |
| True Commerce Certification  | Tally / MS Office | 2011-2012 |
| Jetking institute in indore | Computer Hardware& Networking Course | 2009-2010 |
| R.D.V.V. Univercity-Jabalpur M.P. | B.Com | Dec-2009 |
| MP Board, Bhopal | SSC (12th) | March-2005 |
| MP Board, Bhopal | HSC (10th) | March-2003 |

**ADDITIONAL qualification**

**One year of Diploma in Certificate Program in Computer Application &” Diploma in Accounts and Finance Proffessional” from True Commerce Acadamy, Indore (M.P.)**

Basic Computer fundamental, Dos, Windows, MS – Office, Tally, Marg ERP9+ and Other Accounting Software.

**Topics Covered:**

MS Word, MS Excel, Power Point, and Accounting Package Tally ERP-9/7.2/5.4 all versions

**Working knowledge of accounting software – Tally 7.2, & 9.0, Tally-ERP, Marg ERP9+ , With Office Tools -**

 **MS Excel & MS Word, MS Power Point.**

**professional experience**

**Job Profile**

**Sept. 2013 to Oct -2016**

**Accounts Officer**

**M/s, Simran Fisheries Pvt. Ltd. - Indore (M.P.)**

* Handling Physical Cash Distribution and Cash Payment, Receipt, JV and Bank payment entry booked in Tally.
* Marinating Reconciliation Debtors and Supplier Ledger.
* Preparation of Monthly sales analysis and Purchase and Expenses.
* Monitoring on payments received from customers against supply.
* Handling Sales Accounting & Fishing charges and Fisherman wages sheet.
* Preparation of monthly Overhead Reports.
* Any other Job assigned by HOD.

**Reporting to: Accounts Manager Sept-2013 to Oct-2016.**

**Job Profile**

**Nov-2016 to Feb-2017**

**Accountant**

**M/s Millennium Devcon Pvt. Ltd – Indore (M.P.)**

* Handling Cash Payment, Receipt, JV and Bank payment entry booked in Tally.
* Marinating Brokerage Commission Ledger.
* Preparation of Reconcialtaion of Customer and Bank ledger
* Maintaining on payments received from customers.
* Preparation of Daily Report of cash and bank and Customer basis.
* Any other Job assigned by HOD.

**Reporting to: Accounts Manager Nov-2016 to Feb-2016.**

**Job Profile**

**March-2017 to September-2017**

**Accountant / Transportation**

**M/s B. K. Agrawal Merchant Pvt. Ltd. – Indore (M.P.)**

* Handling Cash Payment, Receipt, JV and Bank payment entry booked in Tally.
* Preparation of Reconcialtaion of Customer and Bank ledger
* Maintaining on payments received from customers.
* Preparation of Daily Report of cash and bank and Customer basis.
* Dealing with Transporter management.
* Any other Job assigned by HOD.

**Reporting to: Accountant from Mar-2017 to Sep-2017**

**Job Profile**

**September-2017 to till Date**

**Accountant / Marketing Maneger**

**M/s Chandra P Khandelwal & Foodie Mart - Dhamnod (M.P.)**

* Handling Cash Payment, Receipt, JV and Bank payment entry booked in Tally.
* Preparation of Reconcialtaion of Customer and Bank ledger
* Maintaining on payments received from customers.
* Preparation of Daily Report of cash and bank and Customer basis.
* Order Processing & Stock Maintaining & Timely Goods Dispatch & Reporting.
* Dealing with Debtors & Creditors party.
* Preparation of GST working as well as Audit Working for Return and Income Tax Return.

**Reporting to: Accountant from Sep-2017 to till Date.**

**personal details**

**Father’s Name : Shri G.S. Rajput**

Date of Birth : September 21st, 1984

Nationality : Indian

Language : Hindi, English

Religion : Hindu

Marital Status : Married

Address (Permanent) : Near Jagdish Temple,

 Shivaji Ward, Gadarwara

 Dist. – Narshinghpur [Madhya Pradesh] PIN – 487551

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#  Other Co-Curricular Activities

1. Have interest in Listening Music and Meet with new people .

 Signature:

 Date: