CURRICULUM VITAE

# SANJEEV KUMAR


## **Address** : House No.1304, Sector-22B,

Behind Piccadily Hotel Chandigarh-160022

**Contact** : 7018038322, 9459807031

**Email id** : sbhatiasanjeev@gmail.com

**Objective**:

Looking forward for an organization where I can grow my knowledge and contribute towards the growth of organization.

**Currently Working:**

**Junior Accountant Cum Admin assistant – NGO(FIND INDIA) (CHANDIGARH)**

**Oct 2020 – till date**

**Key Responsibilities:**

* Overall management of dedicated project bank account under the guidance of State PPM lead (SPPML) & Dy. Finance Officer (Dy. FO)
* Manage day to day SPMU office expenses (e.g. electricity, stationery, housekeeping, rents etc.)
* Keep detailed record of all project related expenses, bank statements, periodic S.O.E.
* Preparing of payment/ expenditure vouchers and submission to head office along with necessary supporting documents
* Assist in reconciling physical expenditures (cash & online), bank statements & other reports
* Assist SPPML in budget forecasting & preparing advance fund/ cash request
* Management of petty cash as per organizational policy & guidelines
* Assist SPMU in project related small/ medium scale procurements of goods & services

e.g. seeking quotations, preparation of comparative statements, confirmation of orders and related payments etc.

* Assist head office in overall financial management & project audits

**EXPERIENCE:**

 **Accountant Executive - Moonlight Tools Pvt. Ltd. Doraha (Ludhiana)**

**June 2018 – Sep 2020**

**Key Responsibilities:**

●Prepared Day to day accounting, petty cash book, Account Receivable and Account payable

●Monthly provide income statement to Chief Accountant.

●Settlement of cash / credit bills.

●Prepare monthly general ledger account ananlysis.

●Reconcile daily and monthly bank statements.

●Researched and resolved billing and invoice problem.

●Prepare general ledger journal entries, bank reconciliation and account reconciliation.

●Handled cash and deposits using the proper accounting procedures and documentations.

● Knowledge of GSTR

●Strong Knowledge of Tally ERP (9.0)

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| **Computer Knowledge** |  |
| One Year Computer Course of **(IAA)** Industrial Accounts Analyst from IICE Amb. ( Basic Computer + Tally ) |

**IT Skills:**

Microsoft Excel

Microsoft word

Tally ERP ( 9.0)

**Education:**

2013-15 M.COM ICDEOL HPU

2009-12 B.COM Govt.College Daulatpur Chowk HPU

**Personal Details:**

Permanent Address: Vill & P.O Dangoh Khas District Una, Himachal Pradesh 177204

Marital Status: Married

DOB: June 17, 1990

Father Name: Sh. Lekh Raj

Languages Known: Punjabi, Hindi and English



#  Signature