**CURRICULUM VITAE**

**AVINASH TIWARI  
 Phone No –: +91-7415390859, +91-8878038938  
 K7, Shivshakti Nagar Patnipura**

**Indore (mp.) Email ID**: - [**tiwariavinash56@gmail.com**](mailto:tiwariavinash56@gmail.com)

**Career Objective:**

**-To obtain a challenging position in forward looking companies that requires a highly motivated person and keeps updating myself and attains the objectives set for me in a fixed period to time.   
-I want to be creative learning and contributing towards the success of company.**

**Work Experience**

**Worked With MASCOT FOREX CONSULTANCY PVT.LTD. As an Accountant from 1Aug.2017 to till date.**

**-GST challan submitted. As a par month**

**- TDS submitted online as par month.**

**-Maintain All Accounting voucher entry,**

**-Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors,**

**-Maintain day to day Accounts & reporting Managing Director on time to time,**

**-Maintain Internal Audit: Store and Accounts Book,**

**- cheque issue all creditor day to day**

**- cheque submitted bank day to day**

**-Worked With Bharat Exim N Handicraft Pvt Ltd. as an Assistant Accountant from 01apr.2014 to 31 July 2017**  
**Responsibilities:**

**-Maintain All Accounting voucher entry,   
 -Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors,   
 -Maintain Petty Cash Book & Internal Audit :Store and Accounts Book,   
 -Maintain day to day Accounts & reporting Managing Director on time to time,  
 -Worked With JDS apparels Pvt Ltd. (Ritu wear Big life) As Assistant Accountant**. **Cum cashier Duration: 01th April 2012th to 30th march.2014**  
 **Responsibilities:**

**-Maintain of all type Accounting vouchers entry,   
 -Maintain Bank reconciliation Statement and Reconciliation of Debtors & Creditors,   
 -Maintain books of accounts in Tally,   
 -Maintain Internal Audit: Store and Accounts Book,   
 Professional Skill:**

**-Knowledge of Tally9.0 ERP ERP Software. & Wizapps, Genesis Software Eon net   
 -Knowledge of MS-Office, MS Excel, and Internet**   
 **Academic Record:**

-**Graduate (B.A.) completed under P.S.N.S. University in 2004, 56%  
-Higher Secondary Exam, from M.P. BOARD BHOPAL. In 2001, 54%  
-Madhyamik Examination passed, from M.P. BOARD BHOPAL In 1999, 50%**

**-PGDCA Completed from isect university Shahdol. In 2007 77%**

**Ability and Strength:**

**-I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake.   
-My strongest assets I believe are my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure**

**Interests and Hobbies:**

**-My hobbies include a strong love for playing cricket,   
 - Reading knowledgeable books.**

**Personal Details:**

**- Name Avinash Tiwari**

**- Father name: Late B.L. Tiwari**

**- Date of Birth:   28 march-1983  
 - Mailing Address:  Shivshakti Nagar patni pura near Anup talkies indore.(m.p.)  
 - Languages: Hindi & English**

**- Hobbies**: -  **Listening Ghazals, Talking to Children, Reading Newspaper**

**- Marital Status: Single**

**- Permanent Address village-Badwahi p.o. - Bakeli Dist.-Umariya Madhya Pradesh**

**Pin code: 484001,**

**DECLARATION:  
 I confirm that the information provided by me is true to the best of my knowledge and belief.**

**Date-:**

**Place: -**  (**signature)**

**(Avinash tiwari)**