**SARVIN KUMAR SINHA**

**Mobile no: 9304724529**

**T.P.SAO FLAT NO 2C**

**In front of Newatia Guest House**

**New Colony Tungri, West Singhbhum E-Mail:** [Sinhasarvin@gmail.com](mailto:sinhasarvin@gmail.com) **Jharkhand, Chaibasa Pin No-833201**

**PROFESSIONAL ABRIDGEMENT**

↳ A keen planner, strategist & implementer with demonstrated abilities in any work for accelerated business growth.

↳ Possess good communication & interpersonal skills with team building, problem solving and organizational abilities.

# CORE COMPETENCIES

* Store Management
* Account Management
* Event Management

# CAREER CONTOUR

**1. Working at SMILE CARE, Chaibasa Works from Nov'12 to June'17 as a post of Accountant.**

**Job Responsibilities:**

* + Maintain Cash Book and Cheque Book.
  + Maintain listing of accounts payable.
  + Maintain the general ledger.
  + Maintain updated vendor files and file numbers.
  + Print and distribute monthly financial reports.
  + Verify pay amounts, hours of work, deductions, etc.
  + Data enter of payroll information.
  + Maintain inventory files.
  + Maintain a filing system for all financial documents.
  + Ensure the confidentiality and security of all financial and employee files.
  + Other accounting jobs.

**2. Working at JHARKHAND STATE LIVELIHOOD PROMOTION SOCIETY, CHAIBASA Works from Jan'18 to Till Now as a post of Administrative Assistant Cum Computer Operator(AACO).**

* + Maintain Cash Book and Cheque Book.
  + Maintain Stock Management.
  + Maintain Office Maintenance.
  + Maintain Imprest Settlement.
  + Maintain Inventory files.
  + Maintain a filing system for all Financial documents.
  + Also help to BPM in their work.

# EDUCATIONs

**. 2017** MBAfrom Manav Bharti University under Manav Bharti University with Ist Division.

* 2007 **B.Com (H)** from Gyan Chand Jain Commerce College under Ranchi University Board with **1st Division.**
* 2004 **Higher Secondary Certificate** from Gyan Chand Jain Commerce College under JAC board, Chaibasa with **2nd Division.**
* 2002 **Senior Secondary Certificate** from D.A.V Public School under CBSE board,chaibasa with

**2nd Division.**

# TECHNICAL QUALIFICATION

* + Degree in Computer Application from Aptech Centre, Chaibasa.
  + Tally from Aptech Centre, Chaibasa.
* **Operating System:** DOS, Windows.
* **Software:** Ms Office, Tally.

# Knowledge of Accounting.

**EXTRA CURRICULAR ACTIVITIES:**

* Served as School Prefect for 3 Yrs.
* Awarded Best Carrom Player of the College Tournament for the year.

# STRENGTH

Confident, Hard Work, Smart Work Coolness, Self-motivated, Result oriented, Sharpness Skills Passion Personality, Enthusiastic, Visionary.

# PERSONAL DETAILS

Father’s Name : Mr. Ramesh Kr Sinha

Date of Birth : 20/04/1986 Gender : Male

Marital Status : Single

Language : English and Hindi

# HOBBIES & INTEREST

* Reading books.
* Playing Cricket and Carrom
* Listening Music.

**Declaration**

I hereby declare that all the above information furnished by me is true to the best of my knowledge and belief.

Place : Chaibasa

Date : 02.04.2019

Sarvin Kumar Sinha