**RESUME**

**Manoj sondhiya**

Phone no. : +91- 8602332154

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| CARRER OBJECTIVE |

To obtain a challenging position in forward looking companies that require a highly motivated person objectives to attain the objectives.

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| TECHNICAL SKILLS |

* Expert knowledge in computer related operation.
* Windows XP, Vista, Windows 7, Windows 8, Windows 8.1, & Windows 10
* MS 2007 & 2010- MS Word, Excel, PowerPoint, Publisher.
* Manage Government E-marketing (GeM) Official site.
* Adobe Acrobat Reader Professional Version.
* Internet Operations & Email Handling.
* Tally ERP-9

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| WORK EXPERIENCE |

* Worked with **Saral Enterprises, Bhopal** as **Stock Manager**.
* Worked with **Saraswati Vidya Mandir, Sharda Vihar** As **Accountant Cum Store Manager.**

 **JOB RESPONSIBILITIES:**

* Maintain of All Types Accounting Vouchers.
* Maintain GST and TDS Invoice.
* Maintain Store Book Inward & Dispatched.
* Maintain Day to Day Book of Accounts in Tally
* Maintain Journal Entry, Sale & Purchase Invoice.

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| STRENGTH |

* A highly motivated individual who is always willing to put that extra bit of effort into any assignment.
* Ability to concentrate for long period of time willingness of confronts difficult problems and the will to perform under pressure.

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| ACADEMIC RECORD |

* Master accountants from CRISP
* Graduate (B.com) completed under Barkatullah University.
* Higher secondary exam from M.P Board.

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| INTEREST & HOBBIES |

* My hobbies include a strong love for playing badminton.
* Reading knowledgeable books.

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| PERSONAL RECORD |

 Date of birth : 07th oct 1993

Language known : Hindi & English

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| DECLARATION  |

I hereby declare that the above written information is true to the best of my knowledge and belief.

 **(Signature)**

 **MANOJ SONDHIYA**