**Applied For the Post of :- Accountant**

**Objective :-**

 I am ten years Experienced. I want to work for the pride of the organization. I am Seeking a position as an Accountant where extensive experience will be further developed and utilized. I seek a challenging opportunity where I can fully utilize my abilities while being a keen learner and contribute to the success of the organization.

**ACADEMIC QUALIFICATION** :-

|  |  |
| --- | --- |
|  \* Post Graduate (M.Com) In 2003 From Rani Durgavati University  Jabalpur (M.P) \* Graduate (B.Com) In 2001 From Rani Durgavati University Jabalpur  (M.P) \* Higher Secondary Biology Science In 1998 From M.P. Education Board  Bhopal (M.P)**EXTRA QUALIFICATION** :- \* Post Graduate Diploma In Computer Application (P.G.D.C.A ) From  (P.G.D.C.A) From Aisect Katni  \* I.T.I (Four Wheeler Motor Mechanic)From Govt. ITI Katni**Skills** :- \* Effective Communication and Interpersonal Skills \* Adaptability and Collaboration \* Creativity and Leadership \* Critical Thinking and Conflict Resolution \* Business Etiquette and strong work ethics **EXPERIENCE:-**1. One Year Experience Divya Marble Mines Nimas (Sleemnabad) As A Accountant
2. Two Year Experience Premier Refractories Of India Pvt. Ltd N.K.J Katni As A Accountant
3. I Am Doing Work At Present Katni Minerals Pvt.Ltd. (Mittal - Group) .- Katni (M.P. ) As A Asst. Accountant From 16/01/2012 to Continue…..
 |  |

 **PERSONAL PROFILE:-**

* NAME : SANTOSH KUMAR NIGAM
* FATHER’S NAME : SHRI BALDEV PRASAD NIGAM
* DATE OF BIRTH : 08.06.1979
* MARITAL STATUS : MARRIED
* CATEGORY : GENERAL (KAYASTHA)
* NATIONALITY : INDIAN

SANTOSH KUMAR NIGAM



Contact

**Postal & Permanent Address:**

Tilak College Road Khirahani

Katni , Dist.- Katni (M.P)

**Phone:**

+91-9300127803

**Email:**

St.nigam@gmail.com

Languages

**Hindi :**- Read / Write/ Speak

 (Native)

**English :**- Read / Write/ Speak

 (Conversational)

Interests

* Listening to Music
* Reading Books
* Playing Badminton & Chess
* Helping Others

.

**COMPUTER LITERACY:-**

* BASIC KNOWLEDGE IN OFFICE AUTOMATION (M.S.OFFICE)
* TALLY7.2, TALLY 9ERP, INTERNET
* Achievements / Job Responsibilities:-

Maintaining Accounts ( In Tally ERP -9)

Cash Book – Posting of Cash Voucher Accounts.

Register – Purchase , Sale, Journal

 Bank – Maintaining Cash / Bank Transfer Account & SB Accounts, Bank Reconciliation

 \* Follow up bills receivable & payable.

 \* Checking of total accounts.

 \* Creating stock report.

 \* Maintain monthly sale & purchase report.

 \* Taxation working of GST, TDS, PT, Etc.

 \* Properly Tally’s Data Store

 I her by declare that the above statement are true to the best of my knowledge.

 DATE:- 25.01.2022

 PLACE:- KATNI (M.P) (SANTOSH KUMAR NIGAM)