**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](mailto: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

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**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)