Sarvesh Kumar Shukla

Phone No. : 8839296342,9806142813

Email: srvshshukla48@gmail.com,

**Carrier Object**

To contribute in the growth of the organization, to enhance skills and adds value to myself.

**Education Qualification**

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| --- | --- | --- | --- | --- |
| **S.No.** | **Passing Year** | **Degree** | **Qualification** | **Percentage** |
| 1 | 2018 | M.Com | A.P.S.U Rewa (Accounts) | 60.88% |
| 2 | 2013 | M.B.A | Sanghvi Institute of Management & science(D.A.V.V) Indore. Finance & H.R | 63% |
| 3 | 2010 | B.com | St. Aloysius college(Autonomous)Jabalpur(taxation) | 64.69% |
| 4 | 2007 | 12th | D.A.V Centenary Public school AmlohriProject Singraui (m.p) | 84.5% |
| 5 | 2005 | 10th | St. Joseph higher secondary School,Waidhan | 51.67% |
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**Computer Skills :**

* MS Office ( MS word, Power Point, Excel )
* Tally ERP 9.0, TDS,GST, etc.
* Audio Video Editor & Mixer , Page Maker

**Achievements:**

o Achieved 3rd rank in C.B.SE Board Exam in 12TH CLASS AT DAV Cenetary public school,Amlohri

**Extra –Curricular Achievements & Activities**

* Participated in the one day “WORKSHOP ON DISASTER RISK MANAGEMENT” on 25th September 2009 organized by the N.S.S unit of St. Aloysius college (Autonomous)Jabalpur.
* Participated in the two day workshop on “TAX PROCEDURE AND PRACTICE” organized by the department of commerce on 21st and 22nd October 2008.

**Hobbies & Interest :**

Watching documentary movie ; Listening Music; Reading newspaper

**Experience & Internship :**

1. I am currently working as a post of Accounts executive at **Miles Paints India Pvt. Ltd.** from may 2016
2. I have worked as Assistant Finance Manager at **Tech support infrastructure Pvt. Ltd**.
3. I have works as Assistant Finance Manager at **PCP limited**.
4. I have done my summer internship training in Northern coalfields limited Amlohri project in finance department from 28 November to 27 December 2011.

**Personal Traits :**

* + MBA in Finance and Hr with 7 year experience as accountant and business manager.
	+ Maintaining quick books of accounts, Accounting of receivable and payable bills preparation of cash flow statement generate MIS statement ,Bank Reconciliation statement, handle petty expense, petty cash, ensure timely payment of invoice, good knowledge of operating tally ERP 9.0, Ensure Internal audit and external audit queries, Ensure rolling & annual cash flow statements.
	+ Good leadership and Team skills.
	+ Self Motivated
	+ Knowledge seeking spirit

**Date of Birth :** 01-02-1990

**Languages Known :** Hindi, English

**Father’s Name :** Mr. KRISHNA CHANDRA SHUKLA

**Mother’ Name :** Mrs. ANARMATI SHUKLA

**Contact Address :** B-731 DUDHICHUA SECTOR-B DISTT-SINGRAULI ( M.P)

**PIN-**486889

**Declaration :**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place: Singrauli** SARVESH KUMAR SHUKLA