**S/o – Sri Lallan Prasad Sinha, Ambey Shree Appt. Block-A Flat No-02 Ved Nager Rukanpura Patna-800014 | (M) 9471413168, 9334195612 | manish.rinku06@gmail.com**

Executive Summary

Skilled accountant with 17 years experience in full life cycle of general accounting.

Skills

Bookkeeping Tax accounting

Budget development Financial reporting

Customer relations

Work History

**Accountants Head.**

**Ambedkar Institute of Higher Education**- Patna 09/10/2020 to Till Date.

* Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
* Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
* Entered financial data into the company accounting database to be verified and reconciled.
* Worked with management at the project level to ensure expense plans are achieved.
* Papering of Balance Sheet, Tax accounting & Financial reporting.

**Accountants Head.**

**Young Men's Christian Association**-Patna 01/10/2013 to 30/09/2020

* Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
* Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
* Prepared accurate financial statements at end of the quarter.
* Worked with management at the project level to ensure expense plans are achieved.
* Reconstructed accounting records from clients' checks and cash receipts.
* Performed periodic budgeting/modeling to project monthly cash requirements.
* Reconciled vendor statements and handled payment complaints or discrepancies.
* Supervised invoice processing, purchase orders, expense reports, credit memos and payment transactions.
* Supervised invoice processing, purchase orders, expense reports, credit memos and payment transactions.

**Accountant**

**S.D. Associates & Company** -Patna 07/2003 to 05/09/2013

* Entered financial data into the company accounting database to be verified and reconciled.
* Generated invoices upon receipt of billing information and tracked collection progress.
* Tracked financial progress by creating quarterly and yearly balance sheets.
* Streamlined daily reporting information entry for efficient record keeping purposes.
* Managed and responded to all correspondence and inquiries from customers and vendors.
* Entered financial information and payments to guarantee that employees and vendors were paid accurately and on time.

Education

* MBA(Finance) through Vinayaka Missions University 2015
* M.Com through V.K.S. University 2004
* B.Com through V.K.S. University 2001
* I-Com through B.I.E.C 1997

Personal Details

Date of Birth : 18-Jan-1980

Languages Known : English, Hindi

Marital Status : Married

Manish Kumar Srivastava

Place Patna Signature

Date