CURRICULUM VITAE

# ShivamSrivastava

**Email**:-**Shivamsrivastava25694@gmail.com** **Mob**:- +91-7839331512

**Permanent Address:- Vill/Po**:-Gauraparani, Umara **Distt** :-Sultanpur(U.P)-227815 OBJECTIVE:-

To Work in Organization that Offers creative environment where I can utilize my skills

and education to contribute develop and grow along with organization.

* Possesses strong communication, collaboration & team building skills withproficiency at grasping new concepts and utilizing the same in a productive manner.

## EXPERIENCE:-

* From February 2015 to December 2017 with accosts remedies pvt.ltd. lucknow.
* From December 2017 to Feb 2019 kino organic inda ltd. Lucknow

## PRESENTLY WORKING:-

* Prayag Udyog Pvt.Ltd.(Tata motors)From April-2019

JOB RESPONSIBILITY:-

* + NSDLe- Pan Card
	+ Maintaining Statutory Books of accounts on a daily basis in compliance with time & accuracy norms. Inventory maintenance.
	+ Preparation of Vendor Reconciliations, Bank Reconciliations, Branch Reconciliations.
	+ Working knowledge of TDS,TCS and GST.
	+ Ensure Monthly book closing and making necessary provisions
	+ Preparation of Inventory Resister & Godown
	+ Preparation of Monthly Expense Report & other routine MIS
	+ Maintenance of Fixed Asset Register
	+ Monitor and supervise the preparation and quality checking activity & Communicate with Clients on issues and responding to Client queries.
	+ Audit financial transactions & documents & Reconcile accounts payable and receivables

MAINTENANCE OF RECORDS:-

* Inventory Control by proper planning.
* Maintaining Accounting Environment.
* Maintaining Tax and payroll

ACADEMICQUALIFICATIONS:-

* 10th Passedin 2010From UP Board, Allahabad.
* 12th Passed in 2012From UP Board, Allahabad.
* B.A Passed in2015From Dr. R.M.L.A .U,Faizabad.

FROFESSIONAL QUAlFlCATION:-

* + Diploma in Computer Professional Accountant
	+ Ms. Office, Tally ERP.9, VAT, TDS, CST, Service tax, Payroll**,** Hindi Typing, English Typing. GST tax

CAREER VISION:-

* + To work in an organization that gives me **Responsibility** and **Recognition.**
	+ To be successful and to contribute actively towards the growth of the Organization through my inputs.

PERSONAL DOSSIER:-

**Name :** SHIVAM SRIVASTAVA

**Date of Birth :**25/ Jun/1994 **Father’s Name :** ASHOK SRIVASTAVA **Linguistic Abilities :** Hindi&English.

**Permanent Address :**Vill:-Gauraparani Post:-Umara Distt:-Sultanpur (U.P)-227815

I hereby affirm that the information furnished above is true and correct to the best ofmy knowledge.

Place:-

Date:- ShivamSrivas