

# ABHISHEK SRIVASTAVA

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Nagar

## **PROFILE**

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I am an enterprising experience professional intending to continue my development as Asst. Manager, I think in terms of results and objectives, I am enthusiastic, and I work with decisiveness and conviction, I have a proactive attitude and find positive ways to stimulate and engage with people.

## **EDUCATION**

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2010 MBA in Finance from IGNOU from Varanasi, Uttar Pradesh.  
2009 Diploma in Computer Accounting and Office Package from TATA Consultancy.  
2003 Post-Graduation (M. Com.) From Mahatma Gandhi Kashividyapith, Uttar Pradesh.  
2001 Graduation (B. Com.) From Purwanchal University, Jaunpur Uttar Pradesh.  
1998 HSC from Sewa Shram Inter College Varanasi Uttar Pradesh.

## **CORE COMPETENCIES**

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- Expertise in ERP Module Max Financial for Registration, Accounting, Stock, Allotment, Administration & Payroll Processing.
- GST regulations and implementation.
- PF and ESIC generation and submission online.
- Statutory Compliances.
- Collection Reconciliation, Credit Card Reconciliation and Bank Reconciliation.
- Enrollment, Appointment & Registration.
- Petty Cash Register Maintenance.
- Preparation of annual budgets and adherence & Implementation of effective measures for cost optimization.
- Expertise in surveillance systems like CCTV camera, Access Control, Biometric and Face reader

## **ACHIEVEMENTS & STRENGTH**

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- Team Player
- Re-organized something to make it work better.
- Positive Attitude Creating a positive work environment.
- Customer satisfactions in terms of timely delivery of good quality of services.
- Resolving interpersonal issues & working towards harmonious work environment.
- Received best employee awards from Jallan's Group continuous 2 year.

## **PROFESSIONAL EXPERIENCES**

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**MODERN V.R. SECURITY FORCE (I) PVT LTD, LUCKNOW WORKING AS ASSISTANT MANAGER ACCOUNT May'17- Till date (worked as Sr. Executive**

## **Accounts from April '14 to May' 17)**

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- Maintaining of Branch Accounts ERP (Module of Finance & Commercial).
- Salary preparation of the employees & security persons.
- Time keeping of the employees with respect to Bio Metric.
- Scrutiny of Bills and Account settlement of the Clients.
- Generating Invoice and monitoring payments & collection.
- Upkeep of Petty Cash Register on daily basis.
- Enrollment of new employees, Guards, Patrolling Officer and Gunman.
- Maintaining Inventory Stock and update in ERP with respect to keeping Stock out Inventory.

## **VODAFONE DIGILINK LTD, LUCKNOW WORKED AS ACCOUNT OFFICER SEP' 2008 – FEB 2014**

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- Worked on CRM tool of Finance & Commercial (SAP).
- Scrutiny of Tour claims, Medical bills, LTA & Local purchase.
- Salary preparation and generating MIS reports for the same.
- Prepare Cheque Clearance/Bouncing in database.
- Appointing Authority for Authorized Distributor, Retailer and Franchises.
- Looked after commercial activity for SIM cards on daily basis.
- Preparation of Collection Reconciliation, Credit Card Reconciliation and Bank Reconciliation.
- Statutory compliances and Liaison with Govt. regulatory bodies.

## **M/S. B.K. BIRLA GROUP VARANASI WORKED AS ACCOUNTS EXECUTIVE Apr' 2004- Aug 2008**

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- Monitoring and Maintenance of Accounts for entire UP warehouse and zonal office with the Online Accounting Software (ERP Package).
- Petty Cash handling on daily basis.
- Fund management for the Vendors Payment & Preparation of monthly MIS.
- Daily collection of the pending payment against sales and deposits to Company's Bank Account.
- Maintaining of staff Imprest / loan account and his recovery on monthly basis.

## **JALLN'S GROUP VARANSI WORKED AS ASST. MANAGER SALES & ACCOUNTS Jun' 2002–Mar 2004**

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- Checking of Employee Bills and Travelling related Voucher for Payment Process.
- Checking & settlement of suppliers & retailers bills.
- Promotion of institutional Marketing / Sales concept in organization.
- Organize event & Shows, Promote Visual Merchandising.
- Maintain all data related to Sales figure, Stocks, Account (Retailer).
- Routine follow-up of market rates, and after approval update in system.
- Internal Audit and prepare MIS Reports for Directors.

## **SKILLS**

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- Communication.
- Ability to Work under Pressure.
- Time Management.
- Self-motivation.
- Conflict Resolution.
- Decision Making.

- Leadership.

## TRAINING

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- ORACLE, SAP & Finance.
- Personality Development.
- Corporate Sales & Event Management Training.

## ADDITIONAL INFORMATION

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Language Known - Hindi & English (read, write and speak)  
Date of Birth - **27<sup>th</sup> January 1981**  
Marital Status - Bachelor

Date : -  
Place : - Lucknow  
**SRIVASTAVA**

***ABHISHEK***