**CIRRICULUM**

**MANOJ KUMAR SAW**

Address-NH-100, Rolla

Post--- Rolla

Dist----Hazaribag

State--Jharkhand

Pin---- -825303

Country-India

Mobile No.-0091 9572180029

Email [id-msaw6664@gmail.com](mailto:id-msaw6664@gmail.com)

----------------------------------------------------------------------------------------------------------------------------------------------------------------

**CARRIER OBJECTIVE :**

I will be looking forward to use my knowledge, skills and work experience to the best of my abilities and add value to the origination so that I am able to fulfill the objectives set by the company and help in the growth of the origination as well as grow in my carrier.

**PROFFESIONAL SUMMARY:**

I am a B Com graduate with more than 15th years plus of professional work experience in to Store Activities

and Finance as an Accounts department (In Account Payable) having good knowledge, expertise and

experience in to handling

Accounting software, Maintaining basic accounts, Preparation of Ageing & MIS Reports etc.

I am also proficient Handling Accounting Software SAP HANA S4 & TALLY ERP 9.

**EDUCATION QUALIFICATION**.

Matriculation B.S.E.B Board-1995.

Intermediate (Science) B.S.S.E -1995-1997.

Graduation (Commerce) Vinoba Bhave University. -2001

**IT SKILLS**

Diploma in Information Technology DCA (one year), Pascal institute, Hazaribag, India.

Accounting Software – Tally- 9.0 ERP.

SAP Operator (MM & FICO – AP - Module).

**PROFESSIONAL EXPERIENCE**

**TRIVENI SAINIK MINING PVT.LTD. -Coal Mines Project, (MDO NTPC) Barkagoan, Jharkhand** (Dec 2016 to till now).

**Designation** –Store officer. (promote on Sr. Accounts Officer as on January 20)

Maintain All Types of stores Activities.

Maintain Daily Stock and Consumption Records.

Manage oversee, supervise, and participate in storeroom operations.

Review Paperwork from deliveries to determine if additional work requirements will occur.

Check Documents for thoroughness and completeness and prepare additional documentation when necessary.

Keep and update all types of Records.

Complete reports of expenditures and monthly stock reports and Debtors credit reports.

Process customer & supplier payments by cash, cheque, debit and credit.

Maintain Material gate pass, Material issue slip, Material receipt invoice, Stock summary and all types of related Documents.

Perform related duties and responsibilities as assigned.

Also be reading of HSD (DIESEL FUEL) oil tanker checked & find as per invoice Measuring DIP**.**

I have worked experience in Accounts Payable, Vendor Clearing, Ledger Reconciliation.

I have worked experience in Import Purchase Entry in SAP & TALLY Software.

Maintain of Daily accounts & Data Entry (JV voucher entry, Payment entry, Receipt entry.)

Intercompany reconciliation with group companies.

Payment plan and make daily payment to the supplier.

Preparing various report including MIS, Reconcile the accounts with various customer, vendor, group

Companies and banks.

Store reconciliation, Handling the Internal stock Audit.

**RAJ AGRO INDUSTRIES PLC, (Steel & Sugar Manufacturing)** Addis Ababa, Ethiopia, East Africa (Dec 2014 to Nov 2016).

**Designation** –Store in charge

**PRINCE FEEDS PVT. LTD.(Manufacturing),** Hazaribag, Jharkhand, India (2012 to2014).

**Designation-** Officer (cash, store and Accounts).

**MEHTA FEED AGENCY, (TRADING)** Hazaribag, Jharkhand, India (2010 to 2012).

**Designation -** In charge (cash, store & Accounts).

**PERSONAL DETAILS.**

Father Name – Mr. Taleshwar saw.

Date of Birth – 01.02.1980.

Marital status – Married.

Language known – Hindi & Basic Eng.

**DRIVING LICENSE DETAILS.**

License No.---- JH-02/2014/0108572

Date of issue – 22.02.2014.

Date of Expiry – 31.01.2030.

Drive –----------- Four Wheel.

**PASSPORT DETAILS.**

Passport No –-- J7840719

Date of issue – 27.12.2011

Date of Expiry – 26.12.2021

Place of issue – Ranchi, India.

**Declaration:**

I hereby declare that all the above information furnished by me are true and correct to the best of me

Knowledge.

**Manoj Kumar Saw**

**Hazaribag (Jharkhand)**

Place Signatory