

CIRRICULUM



MANOJ KUMAR SAW
Address-NH-100, Rolla
Post--- Rolla
Dist----Hazaribag
State--Jharkhand
Pin---- -825303
Country-India
Mobile No.-0091 9572180029
Email jd-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 having good knowledge, expertise and experience in to handling Accounting software, Maintaining basic accounts, Preparation of Bank Reconciliation, Preparation of Ageing & MIS Reports etc.

I am also proficient Handling Accounting Software SAP & 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 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 Accounts Officer 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,
Comfortable in Making E Way Bill.

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.
Preparation of cash flow statement daily and fund planning.
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).

CEE BEE ENTERPRISES, (TRADING) Hazaribag, Jharkhand, India (2005 to2010).

Designation –Sales and store.

PERSONAL DETAILS.

Father Name – Mr. Taleshwar saw.
Date of Birth – 01.02.1980.
Marital status – Married.
Language known – Hindi & Basic Eng.
Pan Card no – CSQPS6418A.

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.

Place

Signatory