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**SANJEEV KUMAR**

**CURRICULUM VITAE**

## E-mail: sanjeevicaipatna@gmail.com Mob: 7004048032, 8271827277

At- Vedauliya, P.O- Bhagwanpur Desua

P.S-Ujiyarpur, Distt- Samastipur-848134 (Bihar)

**Objective**

* To contribute proficiently, my best to the organization, bringing into use my knowledge, experience, expertise & learning & in turn grow professionally as well as individually along with the organizational success & growth.
* Looking out for an oppoortunity for further career enhancements and professional growth in the accounts and finance sector of our esteemed organization.

**Work Experience**

# Company Name : YASHWANT & ASSOCIATES at Samastipur Position Held : Audit/Accounts Assistant

**Duration : June. 2017 to Nov 2018**

**Responsibilities**

* Maintaining the books of accounts up to finalization.
* Bank deposits, Payments and reconciliation.
* Doing the all type of Audit Work.
* Maintain accounting work in tally ERP.9
* Evaluate monthly profit and loss account.
* Checking vouchers with supporting documents.
* E- Filling of Income Tax Return, Sale Tax Return, GST Return, TDS Return and others.
* Checking all the tax related documents.

# Company Name : P.JYOTI & CO. at Patna Position Held : Audit/Accounts Assistant Duration : Dec. 2018 to Present

**Responsibilities**

* Maintaining the books of accounts up to finalization.
* Bank deposits, Payments and reconciliation.
* Doing the all type of Audit Work. (i.e.: Tax Audit, Bank Audit, College Audit and etc.)
* Maintain accounting work in tally ERP.9

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* Evaluate monthly profit and loss account.
* E- Filling of Income Tax Return, Sale Tax Return, GST Return, and others.
* Preparation of Bank Reconciliation Statement.

**Educational Qualifications**

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| --- | --- | --- |
| **Course** | **University/Board** | **Marks / Percentage** |
| Company Secretaries (C.S) | The Institute of CompanySecretaries of India | Pursuing |
| LL.B-PART-I | C.M Law College, Darbhanga | Pursuing |
| B.Com (A/c. Hons.) | Lalit Narayan Mithila University,Darbhanga | 63% |
| 10+ 2 (12th Standard)(Commerce) | Bihar School Examination Board,Patna | 58.2% |
| 10th ( Matric ) | Bihar School Examination Board,Patna | 63% |

**Trainings Obtained**

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| --- | --- | --- | --- |
| **Training/ Seminar** | **Conducted by** | **Duration** | **Status** |
| CCCA | National Institute of Electronics and Information Technology(NIELIT) | 6 Month | Complete |
| Tally Erp.9 | BCSA | 3 Month | Complete |
| Manual Accounting | With PHCAccountant | 3 Month | Complete |

**Computer skills**

## Microsoft office, Tally ERP.9, Spectrum Income Tax and TDS Return Filling software.

* Genius Income Tax and TDS Return Filling software.

**Personal traits**

Ability to learn things fast Takes responsibility, creative

Self confident with positive mind set

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**Languages Known**

## Hindi, English

**Personal Information**

Contact No : 7004048032, 827 182 7277

Sex : Male

Date of Birth : 02nd May 1996

Nationality : Indian

Religion : Hindu

Languages Known : Hindi and English

Hobbies : Watching News & Motivate Story

Marital status : Single

**DECLARATION**

I hereby declare that the above mentioned details are true to best of my knowledge and belief.

Date :-

Place : -Samastipur Signature