

MUKESH KUMAR SINHA



✉ mukeshtfindout@gmail.com

☎ 6200344248

📍 Minakunj R K Nagar Binod Bihari chowk
Nawadih Dhanbad Jharkhand ,828130 - India

🌐 mukeshtfindout@gmail.com

🐦 @MukeshK26051016

🚀 SKILLS

TALLY ERP 9

Account Receivable

Account Payable

Bank Reconciliation Statement

Cost catogaries and cost centre

Point of Sales

Accounting & Inventory Maintain

Bill of Materials

Tds

Gst

Taxation

Fbt

Vat

Ms-Office

Internet

Outlook

Logestic

Fixed Assets and Depreciation

Mis

Business Analyst

Solution oriented



OBJECTIVE - TOTAL EXPERIENCE 14+ YEAR

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



EXPERIENCE

Sr. Support Executive - F.A

09-Oct-2007 - 30-Sep-2012

Brainware consultancy Pvt Ltd.

Primary work - As a Financial Accounting Faculty [Fundamental Accounting maintain in Tally Erp9, 13 Centre Controlling in Delhi], Ms-Office, Internet, Roc, Share Market, Taxation. Full Support and access Franchises open centre in Uttrakhand, Faridabad

Secondary work - Internal Upgrade Admission, External Admission - Events, School or Collage Visit.

Assistant Distributors Finance Executive

11-Oct-2012 - 30-Dec-2017

P&G [Skm Enterprises]

Primary work - Prepration of Accounting Maintain 6 Branches and Day to Day - Voucher, Invoice, Journal entry, Ledger, Trail Balance, Balance sheet, Cost Catogaries, Cost center, Bank Reconciliation Statement, Pos, Tds, Inventory in Tally Erp9. Market Ar Audit.

Secondary work - 6 Branches controlling Logestic, System -It, Improvement Sales and Achievements with team work and Report summited to DFE.

Account cum Admin

02-Feb-2018 - 15-Sep-2019

Collective for integrated livelihood inisative - CINI

Primary work - Prepration of Accounting Maintain Branch and Day to Day - Voucher, Invoice, Journal entry, Ledger, Trail Balance, Balance sheet, Cost Catogaries, Cost center, Bank Reconciliation Statement, Arrange Quotation, Analysis, Purchase Order and reliase Payment to Vendor Pos, Tds, Inventory in Tally Erp9 online.

Secondary work - Attendance maintain and report, Mis, All Documents maintain in daily to Shg's, Honorarium, Salary, Work profile, Capacity Building , Budget, Grand and Field visit or Solutions.

Positive Attitude

Loyalty, Honesty & Integrity

Decision Making

Bookkeeping

Post Journal entry, Ledger, Trail Balance and Final A/c.

PERSONAL DETAILS

Date of Birth : 12-Mar-1984

Marital Status : Married

Nationality : Indian

Religion : Hindu

Gender : Male

Driving Licence : Yes

Place : Dhanbad Jharkhand

Salary Claim : CTC - 4.30 LPA
EXPECTATION CTC -

Total Experience - :
14+ Year

INTERESTS

Computer Game

Chases

Traveling Tourist Place

ACTIVITIES

Fish Farming

LANGUAGES

Hindi - Read, Speak, Write [Mother Tongue]

English - Read , Write, Speak

Financial Advisor - Agent

Life Insurance corporation of India

Nov-2019 - Running

Work & Responsibility:-

At first move to market and Daily all financial Policy approach to finding New customer as per need of Policy/service sales.

All products - Child plan, Endowment plan, Pension plan, Sip, Money back policy

Note - This time move to International

Account/Bookkeeping/Account payable/Account

Receivable/Account Executive Job because earn more money .

EDUCATION

B.com[H]

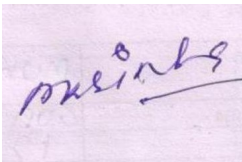
2007

Vinoba Bhave University, Hazaribag, Jharkhand
58.48%

PROJECTS

Lakhpati Kisan " 2020 "

RESPONSIBILITY& TASKS ~Project 5 year "Mission Lakhpati Kishan 2020" Tundi Pip Direct implantation by Tata Trust – Ratan Tata and Head Office in Jamshedpur. Livelihood project for Agriculture, Houses Hold Benefit 2500 Family (Beneficiary), Family village 2800, Goad Rearing Beneficiary – 500 families, Fishing – 225 Beneficiary list & work of Drip Irrigation with mulching, Solar System, Seepage well, Create Shg's, Lrp – 35 member and support of teams, Poly Houses – Entrepreneur's – 3 Hi-tech create Nursery.



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