

RESUME

VIKAS SRIVASTAVA

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DUBGGA LUCKNOW

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CAREER OBJECTIVE

: To prove my skill and commitment for the challenging career
In a progressive organization for its development

WORK EXPERIENCE:

Since October 2006 working in Hartex Rubber Pvt. Ltd., Lucknow as an Accountant &
Since December 2010.

As on date I am Working in Amco Batteries Limited (Amalgamation group) as a
Sr.Commercial Executive Since 2010 to as on date.

Job description:

- Day to day Accounts Related Activities, preparing MIS Reports.
- Book keeping, bank reconciliation, general accounting, audit, finalization of accounts.
- Accounts in various areas i.e. provision / fixed assets/inventory etc .
- Experience in handling branch records like sales registers, debtors collection accounts and knowing bank reconciliation.
- Responsible for complete commercial activities of the project including accounts, stores, logistics and preparation of purchase order.
- Work on daily bank statement, fund inflow and outflow statement, update PDC file, verify cash vouchers, approvals, supporting.
- Working in Oracle software Sap Software.
- Working in GST filing all data share our consultant.
- Marketing Activity (Sales) working in Bundelkhand, Jhansi, Farrukhabad, Kayamganj, Kannauj & Jalaun, Agra, Firozabad, Bareilly, Saharanpur, Dehradun District in Six years since 2012 to till date.

PROFESSIONAL QUALIFICATION:

- One year Diploma in **HDCA** from InfoTech Institute of Lucknow.
- One year diploma in **C++** with grade [A] in Delhi Institute Gurgaon.
- Diploma in Tally 9.0.

- Oracle working in 6 years.
- Working in Sap 4 Years

EDUCATIONAL QUALIFICATION

Commerce graduate in Lucknow University.

PERSONAL DETAILS:

Father's name	:	Sri Nandera Kumar Srivastava
Mother's name	:	Smt Shashi Srivastava
Date of birth	:	July 10, 1984.
Marital status	:	Married
Languages known:		Hindi, English & Local Languages.



(VIKAS SRIVASTAVA)