

CURRICULUM VITAE

HEMANTKUMAR S. SAHU

Sanjay Nagar, MEL, Mul Road.
Chandrapur (M.S.)-442401

Contact No: +91 9420008314

Email: rajsahu1225@rediffmail.com

Career Objective

To put my knowledge and skills to the best of my ability for solve challenging and practical problems leading to the development and growth of the organization. To constantly improve in the stimulating and learning environment through hard work and sincerity.

Academic Qualification

Masters of Commerce – M.Com

Sardar Patel Mahavidyalaya, Chandrapur Gondwana University Gadchiroli in 2014.

Bachelors of Commerce – B.Com

Sardar Patel Mahavidyalaya, Chandrapur RTM Nagpur University Nagpur in 2011.

Diploma in Commerce – HSC

Sardar Patel Mahavidyalaya, Chandrapur Maharashtra State Board Nagpur in 2008.

Secondary School Certificate – 10th

Hindi Madhyamik Vidyalaya, Chandrapur affiliated to Maharashtra State Board in 2006.

Work Experience

1. Shri Sai Construction Co., Chandrapur

Period – 02.01.2017 To Currently Present

Position – Accounts Executive

Responsibilities

- Preparing of Financial A/C, All Types of Receipt & Payment (Through Cash & Cheque or RTGS), Sale & Purchase & Stock Maintain etc.
- Preparing of Balance Sheet, P&L A/C, Vat Schedule (J1 & J2) etc.
- Accounts Maintain in Tally ERP. 9

2. Aamir Concrete Mix, Padoli, Chandrapur

Period – 15.04.2013 To 22.12.2016t

Position – Accountant & Cashier

Responsibilities

- Preparing of Financial A/C, All Types of Receipt & Payment (Through Cash & Cheque or RTGS), Sale & Purchase & Stock Maintain etc.
- Preparing of Balance Sheet, P&L A/C, Vat Schedule (J1 & J2) etc.
- TDS Deduct from contract partys.
- Making Purchase or Work Order, Staff & Workers Record & Payment Sheet.
- Plant manages in absent of Plant Manager or Proprietors.
- Accounts Maintain in Tally ERP. 9.0.

3. Deepak Fabricators, Chandrapur

Period – 08.10.2012 To 20.03.2013

Position – Assistant Accountant

Responsibilities

- Preparing Cash Book, Ledger Book & Journal Book etc.
- Voucher entry in Tally
- Making Payment Sheet of All Sites.

4. R.R Mamidwar & Co. Chandrapur

Period – 1.08.2011 To 29.09.2012

Position – Trainee Auditor

Responsibilities

- Audit & Preparing of Financial A/C, Firm A/c, College A/C etc.
- 5. Preparing of Financial Report, Balance Sheet, P&L A/C, Trial Balance & Receipt & Payment A/c etc.

Technical Skills, Achievements & Certifications

- Maharashtra state certification in information technology (MS-CIT).
- Certificate in Tally & MS-Office.
- E- Commerce (BPO & KPO).

Strengths

- Ability to work in every environment
- Believe in team work
- Positive attitude
- Good team player
- Motivate to others

Personal Profile

Name	:	Hemantkumar Shobharam Sahu
Father's Name	:	Shobharam Ajitram Sahu
Sex	:	Male
Marital Status	:	Single
Nationality	:	Indian
Language known	:	Hindi, Marathi, English.
Permanent Address	:	Near Shiv Mandir Sanjay Nagar MEL Mul Road, Chandrapur, Dist:- Chandrapur. 442401
Date of Birth	:	25-12-1989.

Declaration

I hereby declare that all the statements and information given above are true, correct and complete to the best of my knowledge and belief.

Place: Chandrapur

Date:-

Hemant S. Sahu.