**HARIOM MISHRA**

Bankuiya road maidani

# Rewa:- 486001 (m.p)

Mobile:-7987683461

Email:-mishrahariom83@gmail.com

**CAREER OBJECTIVE:-**

* To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth.
* To gain experience in the field of accounting and also utilize my skills, in order to increase growth

**PROFESSIONAL SUMMARY:-**

* 1.7 years of work experience involving sales accounting, sales reconciliation, debtors reconciliation, cash handling & accounting, bank reconciliation, statutory payments, employee accounts, maintain of general ledger, internal auditing, inventory verification.
* Working knowledge of Ms office & tally (ERP.9).

**INTRESTED AREA:-**

* Rural and urban development.
* Women & child development.
* Social research.
* Human Right.
* Accounting.

**ATTRIBUTES / ABILITIES:-**

* Leadership skills, Ability to work under pressure.
* Excellent interpersonal and communication skills.
* Self-motivated, methodical and process driven.
* A team player, continuous learner and proactive.

**WORK EXPERIENCE:-**

1. **Gyanasthali Vidyalaya Sr. Sec. School Rewa**

* **Designation :** executive accounts.
* **Duration :** 5th December 2016 to 23th April 2018.
* **ROLE & RESPONSIBILITY**:-
* Reporting to the executive director.
* Handling office petty cash for daily transaction.
* Handling purchased & sales accounting.
* Reconciliation of daily sales.
* Reconciliation of debtor & creditors.
* Making & issuing monthly employee salary.
* Handling bank reconciliation.
* Booking day wise day entry & finalization.
* Analyzing & control over unwanted expenses of the stores & shop floor.
* Maintain and control of purchase account

1. **Uniworks Business solutions private limited Bhopal.**

* **Designation** :- marketing executive.
* **Duration** :- 9 months.

**ACADEMIC QUALIFICATION:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree / Certificate** | **College/School** | **University/Board** | **Year** |
| MSW ( Rural and urban development ) | Aks university Satna (m.p) | UGC | 2014-16 |
| B.COM (commerce) | Govt. T.R.S College Rewa (m.p) | APSU | 2010-13 |
| 12th ( commerce) | Martand High School Rewa (m.p) | M.P | 2008-09 |
| 10th | Vidya mandir higher sec. School rewa | M.P | 2006-07 |

**CERTIFICATETION:-**

* Tally ERP.9.

**TECHNICAL SKILLS:-**

* Window’s, Ms-Office ( word, excel, access, Power point ).
* Internet & Email operations.
* Skills ERP package Tally ( ERP.9 ).

**INTERSHIP/FIELDWORK DURING MSW:-**

* Projects about “Aaganwadi” in 1st semester.
* Projects about “Dist. Hospital” in II semester.
* Projects about “D.P.I.P” in III semester

**PERSONAL SKILLS:-**

* Leadership, teamwork, & Group work, counseling, field work.

**PERSONAL SKILLS:-**

|  |  |
| --- | --- |
| FATHERS NAME | Mr. Rajendra Mishra |
| DATE OF BIRTH | 7th April , 1991 |
| MARITAL STATUS | Single |
| SALARY EXPECTED | As per industry standard |
| NATIONALITY | Indian |
| RELIGION | Hinduism |
| PREFERED LOCATION | Anywhere in India |

**DATE……………. ………………………..**

**PLACE…………………… SIGNATURE**