

## **CURRICULUM VITAE**

### **MANOJ KUMAR BARIK**

114-E Naharpur

Village, Rohini sector-7 Delhi-

110085

Mob. 934822 1695

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### **OBJECTIVE**

Seeking a Position as an Accountant where extensive experience will be further development and utilization.

### **Carrier Profile:**

Systems # Detail- orientated, efficient and organized professional with extensive experience in accounting

Decisions # Possess strong analytical and problem solving skills, with the ability to make well thought out.

# Resourceful in the completion of projects at multitasking.

### **WORKING EXPERIENCE**

(a) Working with **CA B.SEIN BANSAL & Co.**, at Rohini, Sector-3, Aug-2021 To Till

.Now **Designation:**

### **Accountant Recent Job Pro**

Work responsibility:-

- General Accounting.
- Bank Reconciliation.
- Sale Purchase reconciliation
- GSTR3B Filing.
- GSTR1 Filing.

### **EDUCATIONAL QUALIFICATION**

- B. Com From Utkal University Odisha-2020
- 12<sup>th</sup> Pass From CHSE Board-2017
- 10<sup>th</sup> Pass From HSC Board-2015

**Strengths:**

- *Highly organized and dedicated with a positive attitude.*
- *Have excellent written, oral and inter personal communication skills.*
- *Like to work in a challenging environment.*

**COMPUTER PROFICIENCY AND OTHERS**

*Packages : MSOFFICE–MS Word, Advance Excel,  
Tally7.2,9.0,TallyERP,Tally Prime*

*Internet Concepts : Browsing*

*Typing Speed : 20plus*

*Drafting : Letter Drafting in English*

**Skills and Knowledge Achieved:**

*With my proven ability, feel that I would be able to make a good contribution to Employer.*

*And assure that if an opportunity is given in the esteemed organization, would come upto the expectations of the Management.*

**PERSONAL DETAIL**

*Father's Name : Bhimasen Barik*

*Nationality : Indian.*

*Gender : Male*

*DOB : 07/04/1999*

*Languages Known : English,Hindi,Odia*

*Permanent Address: : At-Baulanga, Po-  
Dosia,P.S- Pattamundai, Dist- Kendrapara-754217*

*I hereby declare that the above information is correct to the best of my knowledge.*

*Date :*

*Place :New Delhi*

*(Manoj Kumar Barik)*