CURRICULUM VITAE

SURYA MANI YADAV
Mob. 8934828777
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Present Address:-
E-156, 2nd Floor,Omicron-1st,
Greater Noida,(U.P.)–201306.
Contact No.: 9873849828

CAREER OBJECTIVE:-

I challenging position that will enable me contribute to the organization goals availing an opportunity for growth and advancement.

PROFESSIONAL QUALIFICATION:-

- CCC Course (Cource on Computer Concepts).
- Knowledge of Computer MS Office (Expertise in working with MS Excel Spreadsheet).
- Accounting Package – ERP – 9.
- Typing speed 25 – 30 wpm (English).

WORK EXPERIENCE:-

- Working With M/s V K Engineers as an Account Executive.(A Vendor of Samsung Electronics Limited, Noida, G.B. Nagar) from the period of March – 2016 to Till Date.

- Worked as an Article Assistant with "M/s Sumit Garg & Co. Chartered Accountants", 520 - S L Tower, Commercial Belt Alpha-1, Greater Noida, G.B. Nagar – 201308, from the period of June – 2014 to Feb. – 2016

Professional Experience:-

- Maintaining the Official files.
- Prepare reports on Accounts payable & Accounts receivable.
- Preparation of Vouchers and data entry in to the accounting software (tally).
- Preparing GST Invoices and GST Return.
- Bank reconciliation and Party ledger reconciliation.

EDUCATIONAL QUALIFICATION:-

- High School passed from U.P. Board Allahabad.
- Intermediate passed from U.P. Board Allahabad.
- B.Com. passed from Awadh University, Faizabad U.P.

HOBBIES:-

Listening music. Reading books&Playing Cricket.

PERSONAL INFORMATION:-

Name	:	Surya Mani Yadav
Father Name	:	Shri Sant Ram Yadav
Date of Birth	:	20-05-1989
Sex	:	Male
Marital Status	:	Single
Languages Known	:	Hindi, English
Nationality	:	Indian
Permanent Address	:	Vill. – Ghooripur, Post – Gurbari, Dist. – Jaunpur (U.P.)

DECLARATION:-

I hereby declare that all the information's described above is true to the best of my knowledge and belief.

Place : Greater Noida Applicant

Date :   (Surya ManiYadav)

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