MANISH KUMAR

H. no. 315, Aali Village, Sarita Vihar, New Delhi- 110076

Mobile: 880-200-6216 Email Address: manishdhojiya@gmail.com Marital Status: Married Nationality: Indian

Accounts & Finance

**PERSONAL STATEMENT**

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

**EDUCATION** *C.A.(IPCC)*

2012

Institute of Chartered Accountant of India

# ATC (Accounting Technical Course) – C.A. 2014

Institute of Chartered Accountant of India

# B.Com

2012

Delhi University

**TECHINICALEXPERTISE**

* Microsoft Office (include: word, excel, powerpoint)
* Paperport
* Tally
* Quick Book
* Oracle
* ERP

**WORK EXPERIENCES**

**Company: K.K. Mankeshwar & Co. (CA Firm) *Job Title: Accounts & Audit Executive***

*10-01-2010 to 27-07-2012*

* + Statutory audit with Oracle software
    - Ballarpur Industries Limited (Bilt) – including Branch audit
    - Avantha power & Infrastructure Limited
    - Biltech Building Elements Limited
  + Stock taking
    - SWAM Power (for Cummins)
    - Fortis Hospital (Entire Chain in India)
  + Physical verification of fixed assets
    - Crompton Greaves (Entire Chain in India)
    - SWAM Power (for Cummins)
  + Internal Audit
    - Tex Corp Limited (texzipper)

**Company: Sanjay Aditya & Associates (CA Firm) *Job Title: Accounts & Audit Executive***

*03-08-2012 to 17-04-2016*

* FRAMS+ (Financial Risk Analysis and Mitigation System)
  + SAKSHAM, New Delhi for CRY (Child Right & You)
  + Deaf Society, Noida for CAF (CAF India)
  + SWATI, New Delhi for CRY (Child Right & You)
  + RDC – Tamil Nadu for CRY (Child Right & You)
  + RJSS, Jharkhand for CRY (Child Right & You)
  + HOPE, Jharkhand for CRY (Child Right & You)
  + Thozhamai, Chennai for CRY (Child Right & You)
  + RWDS, Krishnagiri Dst. for CRY (Child Right & You)
  + Sewak - Sundargrah for CRY (Child Right &You)
  + VKVAPT (Vivekananda Kendra Vidyalayas Arunachal Pradesh Trust), Arunachal Pradesh for NRTT (Nawajbai Ratan Tata Trust)
  + IGSSS (Indo Global Social Service Society) for Christian AidIndia
  + CASA, Delhi for Christian AidIndia
  + PRADAN, Orissa for SRTT (Sir Ratan Tata Trust)
  + Sarthak, Ambikapur for CRY (Child Right &You)
  + NEIDA (North East Initiative Development Agency)
  + DVEUS, kaushambi for CRY (Child Right &You)
  + ERS, Allahabad for CRY (Child Right & You)
  + BST, Rajkot for CRY (Child Right & You)
  + AVT, Narmada for CRY (Child Right & You)
  + IFRF(ISKCON Food Relief Foundation)for SRTT (Sir Ratan Tata Trust)
  + ESO, Ahmedabad for MSDF (Michael & Susan Dell Foundation India)
  + Disha, Saharanpur (SOIR-IM)
* Statutory audit
  + Account Aid India (Consultancy firm)
  + N. Bhal & co. (CAfirm)
  + A.K. Nair & co. (CAfirm)
  + Nabha Foundation
  + NJKF (NandJeet Khemka Foundation)
  + NFCH (National Foundation for Communal Harmony)
  + USIEF(The United States Educational Foundation in India) - PFAudit
* Financial Review (Quarterly Check)
  + CAF (CAF India)
* Workshops on FCRA, Internal managements and Risk analysis
  + ICAI (Institute of Chartered Accountant of India)
  + Account Aid India (Consultancy firm)
  + CRY (Child Right & You)
  + Help Age
  + IGSSS (Indo Global Social Service Society)
  + NEIDA (North East Initiative Development Agency)
  + Ford
* Incorporation of Company (ROC)
  + Private limited company
  + Section -8 Company
* Filling annual return to MCA
* ITR (Income Tax Return)
* EPF (Employee Provident Fund) registration
* ESI (Employee's State Insurance)
* Service Tax
* Tax Audit

* + Account Aid India (Consultancy firm)
  + N. Bhal & co. (CA firm)
  + A.K. Nair & co. (CA firm)
  + Nabha Foundation
  + NJKF (Nand Jeet Khemka Foundation)
* **Company: National Informatics Centre Services Inc. (NICSI-** a Govt. of India enterprise under NIC- Ministry of Electronics & Information Technology**)**

**Third party payroll by: Innowave IT infrastructures limited (19.04.2016 to 31.03.2020)**

**Third party payroll by: Akal Information Systems Ltd (01.04.2020 to 30.06.2021)**

***Job Title: Sr. Project Management Support Engineer***

19-04-2016 to till date

* Projects handle :
  + Immigration Visa Foreigner Registration Tracking - IVFRT for MHA
  + Web VPN for MHA
  + GIS-BBNL
  + CSC- VSAT (GIA project funded by MeitY)
  + NeGD Project (National e-Governance Division)
  + NIC (Internal purchase) Projects
  + Security Enhancement in NICNET
  + Procurement through GeM

## PERSONAL COMPETENCIES

* Ability to work in a fast-paced environment to setdeadlines
* Adapt to new environments andcultures
* Highly organised with a creative flair for projectwork
* Enthusiastic self-starter who contributes well to theteam

## INTERESTS

|  |  |
| --- | --- |
| o Internet Surfing | o Volleyball |
| o Travel | o Chess |
| o Reading Newpaper | o Cricket |