**AKHOURI VIKASH SINHA** C/o **B.N. International Pvt. Ltd.**

Godhar,Dhanbad

Jharkhand

Mob: 9955332964

Email: sinhavikas16@gmail.com

Email: sinhaakhourivikas@yahoo.in

**SUMMARY:**

**Over 4 Years Experience of Accounts in different Sectors which includes accounts, cash & staff management. Currently working as an Accountant cum Manager with B.N. International Pvt. Ltd. . . .’ Posted at Dhanbad.**

**SKILLS AND ABILITY:**

* Knowledge of accounting activities and cash management.
* Can maintain the inventory inward and outward.
* Able to operate the staff activities.
* Can handle the vendor payment & collection.
* Make statutory report, calculation & return filing of sales tax and service tax.

**WORK EXPERIENCE**

* **M/s B.N. International Pvt. Ltd.**

(It is manufacturer & supplier of **PVC Pipe** in Jharkhand)

Posted At: - Godhar, Dhanbad Duration: - Apr.2015 to till date.

Designation: - **Accountant cum Manager.**

**• M/s Gulf Ashley Motor Ltd**.

(It is the In house dealer of **Ashok Leyland** **Ltd** Sales, Service and Spares in Jharkhand & North East region.)

Posted At – Panduki,Dhnabad Duration: July 2011 to Mar.2015.

Designation: **Branch Accountant.**

**Job Responsibilities**:

* Preparation of daily report of cash and sale.
* Maintains & prepare the monthly report of branch regarding all items (purchase,sales,service,expenses etc).
* Calculation & return filing of Service & Sales Tax.
* Handle the movement of mechanic for outside work as well as inside work.
* Overview on expenses & purchase and its payment.
* Overview on debtor and its collection.
* Co-ordination and reporting to Finance head/Region head regarding all activities.

**QUALIFICATION:**

**1. Academic:**

\* Passed Bachelor Degree in Accounts from Ranchi University, Ranchi with2nd division 56 % marks in

the year 2008.

\* Passed Intermediate from C.B.S.E. – Jharkhand with 1st div 66% marks in the year 2003.

\* Passed Matriculation from C.B.S.E – Dhanbad with 2nd div 56% marks in the year 2001.

**2. Computer:**

\* Certificate Course in Computerized Industrial Accounting from ICA (Institute of Computer Accountant)

City Centre, Dhanbad

**2. Computer Literacy:**

* MS Office 2007
* Tally ERP 9.0
* ACE 3.0
* Busy 3.6
* Internet Surfing

**PERSONAL PROFILE:**

Father’s Name : Sri. A.K.R.P Sinha.

Date of Birth : 2nd September 1986

Nationality : Indian.

Marital Status : Single.

Sex : Male.

Religion : Hindu.

Language Known : Hindi & English.

Hobbies : Writing & Reading.

Present address : Akhouri Vikash Sinha

Kumhar Tola

Dhaiya,Dhanbad

Permanent address : Vill+P.O.:- Churamanpur

P.S.-Churamanpur

Dist-Buxar, Bihar

**Declaration:** I hereby declare that all the above furnished details are true to the best of my knowledge.

Place: Dhanbad

Date: 24-02-2016 *AKHOURI VIKASH SINHA*