**Name - Raj Kumar Singh**

1. Current Organization: SUGUNA FOODS PVT. LTD

2. Current Designation: Senior Accounts Executive

3. Qualification: M.com

4. Total Exp: 4.9 yrs

5. DOB: 01/04/1988

6. Marital Status: Married

Contact No.: - 07739552261, 9570136813

Email ID: - [singh.rajkumar83@yahoo.in](mailto:singh.rajkumar83@yahoo.in)

**OBJECTIVE: -**

To be a part of a professional organization, work for the progress of the company as well as self development.

**PROFILE STATEMENT:-**

Hardworking post graduate with a master degree in Accounting. Equipped, through hands on – Experience with technical accounting skills and a practical understanding of how to apply accounting and business knowledge.

**COMPUTER SKILLS: -**

* Ms – Office
* Tally
* Internet
* Oracle - ERP

**WORKING EXPERIENCE:-**

* Currently working as a **Senior Executive Accounts** under Finance & Accounts Dept. at **SUGUNA FOODS PVT. LTD** performing work on ERP(Oracle) from June’2013:
  + Daily receipt and payments transactions.
  + Debit & Credit note entries.
  + Stock maintenance.
  + Daily sales entries after verification.
  + Weekly &Monthly branch stock report submission.
  + Maintenance of daily petty cash & cash collection.
  + Cash deposition in Company’s Bank Account.
  + Branch BRS maintenance on daily basis.
  + Inventory management.
  + Freight accounting system.
  + Weekly & Monthly Branch MIS report submission.
  + Branch administration.
  + New Code creation of parties.
  + Branch requirement tasks.
  + Coordination between other units and Regional Office.
* Worked as an Accounts Executive in Softbyte Infotech, Ranchi for 1 year (Part – time concurrent with studies)
  + Perform general ledger accounting.
  + Develop monthly statement.
  + Assist with preparation of tax returns.
  + Organize checks and deposits.
  + Reconciliation of bank statements.
  + Performing Receipts and payment accounting.
* Worked as a Trainer of SBI Assistants.
* Worked as a Faculty of Accounts, Tally & Computer Application in the “Ministry of Rural Development” (MORD) Project named “Swarnjayanti Gram SwarozgarYojana” (SGSY) for 3 months.
* Worked as a faculty of Computer Accounting with Tally in “Ministry of Micro, Small & Medium Enterprises” (MSME) programme named “Entrepreneurship skill Development Programme” for 1 month.

**EDUCATIONAL QUALIFICATIONS: -**

* M.COM from CMJ University in 2012 with 64.60 % marks.
* B.COM (A/C Hons.) from Tenughat College, Tenughat under Vinoba Bhave University in 2010 with 60.00% marks.
* I.COM from Kendriya Vidyalaya, Bokaro Thermal under C.B.S.E in 2006 with 63.80 % marks.
* Matriculation from Kendriya Vidyalaya, Bokaro Thermal under C.B.S.E in 2004 with 56.60% marks.

**SOFTWARE/COMPUTER PROFICIENCY: -**

* Application Package – MS-Office with outlook.
* Accounting Package – Tally ERP 9 & 9.0.
* Internet.
* Oracle - ERP

**PROFESSIONAL QUALIFICATION: -**

* Completed 15 months Computer Accounting course from Institute of Computer Accountant (ICA) through CIA+ course in 2013.
* Completed one month Information technology training course from Ranchi branch of ICAI.
* Completed 7 days orientation program from Ranchi branch of ICAI.

**ACHIEVEMENT: -**

* **Awarded as Best Student in Institute of Computer Accountant (ICA).**
* **Awarded as Best Performer of the Year 2015 in Suguna Foods Pvt Ltd.**
* **Awarded as Best Performer of June’16 in Suguna Foods Pvt Ltd.**
* **Promoted as Senior Executive Accounts on Sep’2016.**

**STRENGTH: -**

* Determined to learn with practical approach.
* Positive attitude towards every aspect and being open minded.
* Hardworking & Punctual.

**AREA OF INTEREST: -**

* Financial Accounting.
* Taxation.

**PERSONAL DETAILS: -**

Father’s Name - Amar Nath Singh

Mother’s Name - Shanti Devi

D.O.B - 01/04/1988

Gender - Male

Marital Status - Married

Religion - Hindu

Nationality - Indian

Permanent Address - Vill – Judamana, P.O. – Narayanpur, P.S. – Nawadih

Dist. – Bokaro – 829107, Jharkhand

Contact No. - 07739552261

E- Mail - [singh.rajkumar83@yahoo.in](mailto:singh.rajkumar83@yahoo.in)

Language Known - Hindi and English

DECLARATION: -

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

(Raj Kumar Singh)