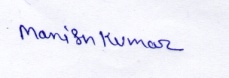
**CURRICULUM-VITAE**

**MANISH KUMAR**

S/o - Sri Prabhu Prasad

Vill -Jorar (UBI Bank Gali), Post - Namkum   
City-Ranchi, Jharkhand - 834010

E-mail: cwamanish\_11@yahoo.com; cwamanish\_11@live.com;

Mob : 07091194587

**CAREER OBJECTIVES**

To secure a challenging job in the field of Accounts & Finance where personality growth, achievements can be made and knowledge can be enhanced through enthusiastic application of experience by which I will be able to contribute to the growth of the organization.

**PROFESSIONAL QUALIFICATION**

Intermediate Stage - I

- from ICWAI , with 58.50% in 2009

Intermediate Stage - II

- from ICWAI , with 54.50% in 2010

**ACADEMIC QUALIFICATION**

M. COM (Finance Group) from Kolha University, with 60.31% in 2012

B. COM (H) from Ranchi University, with 64.38% in 2009

I. COM from St Paul’s College, with 56% in 2005

Matriculation from Saraswati Shishu Vidya Mandir, 51.50% in 2002

**WORKING EXPERIENCE**

ACCOUNTS EXECUTIVE Jul , 2015 – contnd, 2015

**M/S JUHI INDUSTRIES PVT LTD, JHARKHAND**

It’s one of the repudiated groups they primarily deal in steel production.

Key Responsibility

* Assisting in Preparation of actual & forecasted quarterly Balance Sheet & Profit and Loss Account.
* Assisting in Preparation of projected financial statements, cash flow statements and analysis of different financial ratios for future Income and Expenditure projections
* Handling the Vendor payment with the team people & reviewing expenses for controlling cost.
* Reconciliation of banks, inter branch, vendor and debtor accounts on monthly basis.
* Invoicing and processing & clearing the vendor’s, Contractors bills on time and timely remittance of employee expenses like mobile, Traveling, Conveyance and advance etc.
* Making of Request letter for RTGS to Disburse fund from escrow account.
* Preparing contractors position with the company regarding all payment, retention, against work done.
* Assisting to my Department Head in all respect of work i.e. assigned to me.

INTERNAL AUDITOR/ACCOUNTANT Sep , 2013 – Jan 28, 2015

**M/S JHARKHAND STATE FOOD & CIVIL SUPPLY CORPORATION LTD,** **JHARKHAND**

It’s one of the repudiated Government Undertaking PSU Engaged as a nodal agency for Paddy Procurement and Public distribution at minimum support price for public welfare.

Key Responsibility

* Transaction Audit/Wage Fixation audit and Checking of Arrear/Checking of Fixed Asset Journal /Physical verification of Godown situated in different district in Jharkhand Auditing of Books of Accounts, Implementation and regularization of Accounting system in Different District and (engaged in all kind of auditing and checking as per the HQ Orders)Reporting to Head Quarter of Jharkhand state food & civil supply corporation.

ACCOUNTS EXECUTIVE Dec 2011- Sep, 02 ,2013

**M/S DIVINE ALLOYS & POWER CO. LTD., RANCHI, JHARKHAND**

It’s one of the repudiated groups with annual turnover of Rs.300 crore. They primarily deal in steel production, real state and power generation sector.

Key Responsibility

* Assisting in Preparation of actual & forecasted quarterly Balance Sheet & Profit and Loss Account.
* Assisting in Preparation of projected financial statements, cash flow statements and analysis of different financial ratios for future Income and Expenditure projections
* Handling the Vendor payment with the team people & reviewing expenses for controlling cost.
* Reconciliation of banks, inter branch, vendor and debtor accounts on monthly basis.
* Invoicing and processing & clearing the vendor’s, Contractors bills on time and timely remittance of employee expenses like mobile, Traveling, Conveyance and advance etc.
* Making of Request letter for RTGS to Disburse fund from escrow account.
* Preparing contractors position with the company regarding all payment, retention, against work done.
* Assisting to my Department Head in all respect of work i.e. assigned to me.
* Preparing the reports using the Ms-Excel and keep the track record updated of advance taken by   
  suppliers/contractors against PBG/ABG and Mobilizations.

Audit Assistant 3Month in 2010

M/S C.K. DE & ASSOCIATES

Key Responsibility –

* As an audit assistant I have done Wage fixation as per NCW VIII in SECL.
* As an audit assistant I have done Wage fixation Audit as per NCW VIII in NECL.   
  (No any Certificate to produce on demand but I can share my Exp)

**ADDITIONAL INFORMATION**

Date of Birth: 15th September 1987, Married

Proficiency in English & Hindi

Adaptable to changing environment

Work effectively, self - motivator & Believe in teamwork Open to new ideas

**COMPUTER PROFICIENCY**

Accounting Software: Tally 9.3(ERP)

Applications : MS word, Excel, Power point, Outlook Express etc.

Operating Software : XP Professional, Windows 10/07,window 8.1.

Other : Having Working Experience of: Formatting, Loading of Operating System, and different software’s of general utilization

**THANKS**