

# CURRICULUM VITAE

**Bhuwan Chandra Bisht**

Z -353- A, Sector -12, Noida  
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**“To get absorbed and accepted in a professionally managed organization where my potential can best be achieve the Organizational goals and accentuating new skills.**

## ***Working Experience***

### **Current organization:-**

Presently Working As a Assistant Manager **Account** In **Zim Integrated Shipping Services India Pvt.Ltd.** 505 5<sup>th</sup> floor, Copia Tower, Plot No. 8, Jasola District Center, New Delhi-110025 from October 2012.

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| <b>Job Responsibilities</b> | : Daily accounting work, Bank Recon, debtor & creditors Recon, Vender Invoice proprocessing and recon, daily cash distribution & receiving, & cash voucher & payment voucher & expense voucher update & Security Refund. |
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### **Previous Experience:-**

|                             |  |
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| ⇒ <b>Duration</b>           | : <b>November 2011 to October 2012</b>   |
| <b>Organization</b>         | : <b>CSAV Group Agencies India Pvt. Ltd.</b>   |
| <b>Designation</b>          | : Accounts Executive   |
| <b>Location</b>             | : Property No-40 OKHLA PHASE-III, New Delhi—110020   |
| <b>Job Responsibilities</b> | : Daily accounting work, Bank Recon, debtor & creditors Recon, daily cash distribution & receiving, & cash voucher & payment voucher & expense voucher update & Security Refund. |

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| ⇒ <b>Duration</b>           | : <b>November 2008 to October 2011</b>  |
| <b>Organization</b>         | : Sequel Logistics Pvt. Ltd.  |
| <b>Designation</b>          | : Accounts Executive cum CFA In Charge  |
| <b>Location</b>             | : Sector- 63 Noida  |
| <b>Job Responsibilities</b> | : Daily accounting work, Bank Recon, debtor & creditors Recon, daily cash distribution & receiving, & cash voucher & payment voucher & expense voucher update & TDS deduction & Service tax claim & CFA management etc. |

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|-------------------|---|
| ⇒ <b>Duration</b> | : <b>September 2006 to October 2008</b> |
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**Organization** : Shikhar Logistics’ Pvt.Ltd.  
**Designation** : Accounts Executive cum Cashier  
**Location** : Kalka Ji New Delhi  
**Job Responsibilities** : Daily accounting work, Bank Recon, debtor & creditors Recon, daily cash distribution & receiving, TDS deduction & Service tax claim etc.

⇒ **Duration** : *November 2004 to August 2006*  
**Organization** : Diamond Comics pvt.ltd.  
**Designation** : Accounts Assistant  
**Location** : Noida  
**Job Responsibilities** : Daily accounting work, Bank Recon, debtor & creditors Recon

### ***Academic Qualification:***

⇒ B-COM (2002): - B-COM from Kumaun University Nainital.Uttarakhand.  
⇒ Intermediate (1999):- Intermediate with 2<sup>nd</sup> division from U.P. Board, Allahabad.  
⇒ High School (1997):- High School with 1<sup>nd</sup> division from U.P. Board, Allahabad

### ***Computer Skills:***

⇒ Knowledge of MS window, MS office, Internet, Outlook.

### ***Personal Profile:***

Date of Birth : 01 July 1982  
Place of Birth : Harara (U.K.)  
Father’s Name : Sri Keshav Dutt Bisht  
Married on : Married  
Nationality : Indian  
Corresponding Address : Z -353-A, Sector -12, Noida  
Permanent Address : Village & post –Harara, Dist-Almora -Uttarakhand  
Language Proficiency : English, Hindi.  
Hobbies : Travelling, Listening Music

### ***Declaration:***

I hereby declare that the above mentioned information is correct to the best of my knowledge.

**(Bhuwan Chandra Bisht)**

**Date: -**

**Place:-**