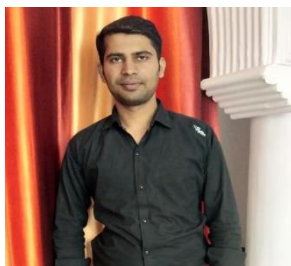


CURRICULUM VITAE



SANJAY KUMAR CHOUDHARY
Village – Chhapur P.O Nakur
Saharanpur U.P 247001
E-Mail – Sanjaymanyachoudhary@gmail.com
Mobile+917500001239, 8192920843

CAREER OBJECTIVE

Looking to become a member of well balanced and professional team to achieving the desired objectives of the organization by using academic and professional skills and working experience to achieve perfection in every assignment on professional front.

ACADEMIC QUALIFICATION

- M.Com. Passed from CCS University Meerut in year 2017.
- B.Com. Passed from CCS University Meerut in year 2012.
- Intermediate (Commerce) Passed from Uttar Pradesh Board Allahabad in 2008.
- High School Passed from Uttar Pradesh Board Allahabad in 2006.

PROFESSIONAL QUALIFICATION:

- ICWA Intermediate both Group Passed in June 2013 from Institute of Cost & works accountant of India.
- Completed 100 hours computer training as prescribed by ICWAI.

OTHER CERTIFICATION:

- Completed Accounting and finance Certification Course Conducted by E-Learning Collage.
- Completed Supply Chain Management Certification Course Conducted by E-Learning Collage.

IT SKILLS

Accounts Software	:	Exposure in WebEx, ERP, Tally ERP-9
Office Software	:	MS Word, MS Excel, MS Power Point, Internet Software.

WORK EXPERIENCE:

Scorpion Express Pvt Ltd :-

Working with Scorpion Express Pvt Ltd as a Regional Finance Manager from Jan 2023 to till date.

- To Lead the Invoicing team and ensure to resolve all issues related to Invoicing.
- To Lead the Credit Control team and ensure to achieve monthly target of collection.
- To Lead the Accounts payable team and ensure to manage fund flow.
- Preparing MIS Report's for day to day operations and management requirement.
- Debtors, Creditors reconciliation and bank reconciliation.
- Co-ordination with H.O Team for Accounts Finalization.

Prakash Labels Pvt Ltd :-

Working with Prakash Labels Pvt. Ltd as a Credit Control/ Accounts Manager from September 2021 to Dec 2022.

- To Lead the Invoicing team and ensure to resolve all issues related to Invoicing.
- To Lead the Credit Control team and ensure to achieve monthly target of collection..
- Preparing MIS Report's and Branch Reconciliation.
- Debtors, Creditors reconciliation and bank reconciliation.

Patanjali Parivahan Pvt. Ltd.: Working with Patanjali Parivahan Pvt. Ltd., as a Assistant Manager accounts from October 2017 to August 2021..

- Lead the bills receivable & Credit Control team.
- Preparing GSTR-1 & GSTR-3b data as per Govt. Rules.
- To Lead the POD as well as Bills Payable Team.
- Preparing MIS Report's for day to day operations and management requirement.
- Resolve all issue's related to invoicing and GST.
- Debtors'/Creditor reconciliation and bank reconciliation.

Vijay Lakshmi Transolutions pvt ltd: Working with Vijay Lakshmi Transolutions Pvt Ltd as a Branch Accountant from September 2012 TO September 2017.

- Handling Branch Level book keeping.
- Handling cash and bank transaction's as well as Reconciliation of Branch Account.
- Responsible for purchasing.
- Invoice Generation and Submission with Customer and Co-ordination with POD Team..
- Finalizations of the Books of Accounts of Branch.

JOB PROFILE: (The following Job responsibilities undertaken by me in my Career)

- Debtors/Creditors Reconciliation (Customer and Vendor reconciliation).
- Preparing data for GSTR 1 and 3b & filing GSTR return.
- Book-Keeping in Web-X & Tally Erp 9.0
- Bank reconciliation and other Banking activities.
- Lead account Receivable and Credit Control.
- Preparing MIS Report's for day to day operations and management requirement.
- Co-ordination with the auditors for audit & preparing monthly/quarterly /yearly schedule for audit.

OTHER WORK

- Cash Management and daily review.
- Bank payment to vendor and weekly reconciliation.

PERSONAL PROFILE:

- | | | |
|---------------------|---|---|
| • Father's Name | : | Mr. Nayab Singh |
| • Date of Birth | : | 16.06.1990 |
| • Nationality | : | Indian |
| • Sex | : | Male |
| • Marital Status | : | Married |
| • Language Known | : | English & Hindi |
| • Permanent Address | : | Village – Chhapur , Post – Nakur
Dist. – Saharanpur U.P - 247342 |
| • Present Address | : | H. no. c-49 , Raj Compound, Lalkuan Ghaziabad |
| • E-mail address | : | Sanjaymanyachoudhary@gmail.com |
| • Contact No | : | +917500001239 , 8192920843 |

Date:
Place:

(SANJAY KUMAR CHOUDHARY)