

CURRICULUM VITAE

SURENDRA MANI MISHRA

Mobile: 08010204130

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Career Objective:

As a professional, I would like to have a chance to expose myself and like to work with a desire to learn and environment that provides intellectual challenge. I am looking forward to join a company that values my work and provides me opportunity to learn and establish myself as a top professional in my field.

Academic Qualification:

- M.Com from KNIPSS College, Avadh University U.P.
- B.Com from KNIPSS College, Avadh University, U.P.
- 12th from UP Board.
- 10th from UP Board

Work Experience:

Presently working with Five Elements Resources Pvt Ltd Faridabad as Sr Accountant from June 2020.

Worked With Shree Nageen Auto Pvt.Ltd.Noida as a Sr.Accountant June 2016 to May 2020.

Worked with Eagle ForgingsPvt.Ltd.(Trading)Noida as an Accountant from Dec 2015 to May 2016.

Worked with Bishandass Stainless Tubes (Manufacturers)Delhi as an Accountant from Jun.2014 to Nov 2015.

Worked with Narula Labels Pvt. Ltd. (Manufacturers)Noida as an Asst.Accountant from,May,2012 to May.2014.

Worked with Vipul Motors Pvt. Ltd. Noida as an Accountant Executive from Jan 2011 to Apr.2012

Worked with Vipul Motors Pvt. Ltd. Faridabad as an Internal Auditor from May 08 to Dec.2010

Job Description:

- GST Reconciliation
- Annual GST Return(GSTR9,GSTR9C)
- Monthly GST Return(GST R1,3B)
- TDS Reconciliation(26AS)
- Monthly TDS Deposit
- TDS Return
- Bank Reconciliation
- Monthly Stock Statement

- Annual CC,OD Limit Renewal
- Debtor & Creditor reconciliation
- Book Keeping
- E-Invoice
- BPCL & IOCL Bill Upload

Technical Proficiency:

- MS Office (MS - Word, MS - Excel)
- Tally ERP,BUSY(14)

Academic Accolades:

- Certificate course in Tally.
- Certificate course in Business Application.
- Participated in the seminar organized by Janmorcha Local News Paper on Finance related issues.
- Participated in the seminar organized by K.N.I.PSS College on Advertisement.

Personal Information:

Fathers Name:	A K Mishra
Mother's Name	Kanti Mishra
Date of Birth:	15-Dec-1983
Marital Status:	Married
Languages known:	Hindi & English
Local Address:	Noida – (Sec 49)
Permanent Address	Sultanpur (U.P.)

Place:

Date:

(SURENDRA MANI MISHRA)