

Resume

Address: Near of B.Ed College Road,

Telco Jamshedpur, Jharkhand.

Pin code - 831004

Mobile-7004158724

Sourav Kumar Srivastava

OBJECTIVE:

I want to be one the best employees of the organization through my hard work, loyalty, sincerity & dedication.

EDUCATION QUALIFICATION:

- 10th from B.S.E.B. Patna.
- 10+2 in Commerce from B.S.E.B. Patna.
- Completed B. Com from Jai Prakash University, Patna.

PROFESSIONAL QUALIFICATION:

Completed “**Industrial Certified Accounting**” course from **ICA** Sanjauli (Shimla).

PROFESSIONAL EXPERIENCE:

1. I am currently working as an **Accountant-Cum-Admin** in a **Purbi Singhbhum Mahila Ajeevika Producer Co. Ltd.**
 - a. Record keeping of financial transaction and reconciled accounts in Tally Erp9 to generate financial statements in accordance with GAAP.
 - b. Submission of Recording of financial transactions of Purbi Singhbhum Mahila Ajeevika Producer Co. Ltd. to **State Mission Management Unit** at the end of month:-
 - i. Reporting of Monthly purchase and sales
 - ii. To inform **State Mission Management Unit** about the block wise share capital status.
 - iii. Informing the **State Mission Management Unit** about Debtors and creditors.
 - iv. To conduct monthly stock audit of Johar Agrimart-RBH and to inform **State Mission Management Unit**.
 - v. To Inform **State Mission Management Unit** about the status of fund Utilization.

- c. Analyzed and visualized financial data to create and deliver presentations reporting financial performance for senior leadership.
 - d. Analyzed files and accounts for discrepancies and resolved variances.
 - e. Completed month and year-end close procedures and reconciled of bank accounts.
 - f. Generated and presented monthly financial statements to senior management.
 - g. Complied financial reports to inform managers and stakeholders.
 - h. Developed and presented financial reports analyzing clients' current accounting needs and proposing viable solutions.
- 2. The annual general meeting of the company was held in which I also had an important role.
 - a. who can file shareholder nomination?
 - b. Follow the process of nomination form that will come in the company.
 - c. How to conduct AGM & Vote?
- 3. I have worked as **Senior Accountant in Fleet Department (C.J. DARCL LOGISTIC LTD)** from 04-Apr-2016 to 31st August 2019.
 - a. Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations with accuracy.
 - b. Analyzed budgets, financial reports and projections for accurate reporting of financial standing.
 - c. Set up and improved accounting systems and processes to meet business needs and maximized effectiveness of operations.

TECHNICAL KNOWLEDGE:

- Financial Accounting with Tally Prime Software.
- Payroll Processing through Tally Payroll
- Ms-Office (word, excel, PowerPoint & outlook)
- ADVANCE EXCEL
- E-Commerce
- Busy Accounting Software
- C & C++ ,Python and Java

HOBBIES:

- Playing chess and solving puzzle games
- Cooking and baking

PERSONAL INFORMATION:

- Father's Name : Pramod Kumar Srivastava
- Date of Birth : 07th January 1995
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Language Known : Hindi & English

Declaration

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

Signature: Sourav Kumar Srivastava

Place: Jamshedpur