

RESUME

Objective ➤ Aspiring for a good position with a growth oriented organization.

Presently working with M/s. One Point Intelligence Solutions Pvt. Ltd. as an Accountant & personal assistant from 26.09.2022 to till date.

Job History ➤

a) 2 years experience as an accountant in GST & TDS Processing, Sales Billing, Dispatch Challan, Maintain Sales, Purchase Book, Cash & Bank Book with M/s. Chaurasiya Fabrics Pvt. Ltd. from Jan-2021 to August-2022.

b) 19 years experience as a tender / purchase executive in searching, downloading, managing, study & analysis of the tender, preparation & uploading of required tender document, follow-up with client for new enquiry / order / payment, co-ordination with concern department, ensure tender filling in time limit, registration on client portal, float enquiry for various product & obtain the quotation from vendor, price comparisons, preparation of MIS Report related to submitted tender with M/s. Unitech Machines Ltd. from 2001 to 2019

c) 5 years experience as an account assistant in general accounting operation, maintaining sales, purchase, cash & bank books, sales invoicing & challan, controlling dispatches & logistics operation with M/s. Haldiram Marketing Ltd. from 1996 to 2001

Summary of Skill ➤

Creating & Reading Computer Spread Sheet, Organized Database, Works very well in a group, Strong sense of personal responsibility, Able to meet all deadlines.

Qualification ➤

Graduation (BA) from MDU, Rohtak, PG Diploma in Computer Application & Software from ICA, Lucknow.

Computer Proficiency ➤

Well-versed with concept of Internet, Mail Drafting, Formatting, Word Processing, Tables, Excel Sheet, Database Management & Tally ERP & Other Customized Software.

Personal Detail ➤

Name : Manoj Kumar Sharma S/o Vinodi Lal
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I hope that this will suit to you and you will provide me an opportunity to serve under your kind control.

Signature of Applicant

Manoj Kumar Sharma