CURRICULUM VITAE

MANOJ KUMAR

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# PROFESSIONAL SUMMARY:

Over 3 years of experience in accounting areas such as GST, TDS, Audits (in Bank), and Reconciliation of Accounts. Overall, 13 years of vast experience with exposure in SALES, TECHNICAL RECRUITING, STOCK BROKING with proven abilities across different roles in achieving the organization goals.

SUMMARY:

* Working with Pushti Group of Companies as Senior Accountant for Accounting, GST, TDS, Audits, and Reconciliation of Accounts for the past 3 months.
* Worked in Saltire Remedies Pvt. Ltd. as Senior Accountant for over 6 months.
* More than 2 years of experience in Accounting, GST, TDS, Audits (in Bank), And INCOME TAX in CA Akshay Surana and Associates Firm.
* 2 years of Experience in STOCK BROKING.
* 3 years of experience in TECHNICAL RECRUITING.
* 5 years of Experience in SALES, Accounting and Customer Relations & Employee Loyalty Programs, Supporting sales programs across various areas and segments in the city.

ACADEMICS:

**Post Graduated (M. Com) from Osmania University**, Hyderabad.

**TECHNICAL SKILLS:**

* **MS office (MS word, MS-Excel)**
* **GST**
* **TALLY**
* **Accounting**
* **TDS**
* **INCOME TAX**
* **Good Communication Skills (Written & Verbal)**

# WORKING EXPERINCE:

# ACCOUNTING:

* PUSHTI GROUP OF COMPANIES
* SALTIRE REMEDIES PVT. LTD.
* AKSHAY SURANA (CA) & ASSOCIATES.

ROLE & RESPONSIBILITIES:

* + Monthly GSTR-1 and GSTR-3B filing.
  + TDS filing quarterly using Spectrum Software.
  + Maintaining of General ledgers, Trial Balances and Trading, P&L Accounts and Balance sheets.
  + Journal Postings using Tally.
  + Audit of long-term and short-term loans (Islamia Bank).
  + Reconciliation of GSTR-2A with purchases, ITC settlements, utilization and set-off.
  + Managing and grooming team members.

STOCK BROKING:

* DESTIMONEY SECURITIES.
* KOTAK SECURITIES.
* EDELWEISS.

ROLE & RESPONSIBILITIES:

* + Updating the customers regarding Markets position.
  + Customer Interaction & Relation Building
  + Back-office support to Front end sales team.
  + Preparation of Market analysis report periodically
  + Analyzing the customer needs and suggesting the publishing team.
  + Maintaining the Customer Database on Regular basis.

# TECHNICAL RECRUITER:

* OLIGOI SOLUTIONS PVT LTD.
* SGC INFOTECH PVT LTD.
* CIGNITI SOLUTIONS.

ROLE & RESPONSIBILITIES:

* + Collect the compatible resumes based on the requirement and rate provided by the BDM
  + Coordinating between the clients and candidates.
  + Worked with jobs boards like Dice, Monster, jobs ahead, free recruiter sites to source candidates for the requirements.
  + Report progress periodically to business managers / staffing managers, maintaining proper data and metrics also maintain a database for any immediate requirements.
  + Taking timely feedbacks & working towards goals.
  + Specialized in placing qualified professionals in information systems technology.
  + In-depth knowledge of 1099, W2 recruiting and Corp to corp resourcing.
  + Talk to the candidates about the availability, location, check the communication skills and legal status.
  + Handling the consultants and vendors.

SALES:

* THE TIMES OF INDIA.
* LES CONCIERGIES LIFE CARE SERVICES.

ROLE & RESPONSIBILITIES:

* + Customer Interaction & Relation Building
  + Back-office support to Front end sales team.
  + Preparation of Market analysis report periodically
  + Analyzing the customer needs and suggesting the publishing team.
  + Maintaining the Customer Database on Regular basis.

PERSONAL INFORMATION:

Gender : MALE

Language Known : ENGLISH, HINDI, TELUGU Nationality : INDIAN