

CURRICULUM VITAE

SHIVENDRA P. SINGH

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CARRIER OBJECTIVE

- ❖ A challenging position in a professional organization where I can enhance my quality & professional skills in conjunction with company's goal & objective.
- ❖ My career objective is to work in the field of account which provides me ample spa. For self development, constant improvisation and to prove my-self.

EDUCATION

- S.S.C.-2008
- H.S.C.-2010
- B.COM.-2013
- I.T.I.-2013

TECHNICAL QUALIFICATION

- ✓ Knowledge Of **Programming Language**: C, C++, JAVA, VB.net, Asp.net
- ✓ **Database**: Oracle, Ms Access
- ✓ **Computer Basics** like Ms Office, Ms-World, Excel and Power Point, etc.
- ✓ **ITI Web design** Trade course complete.
- ✓ **Familiarity with Accounting and tax oriented software of tally.**

EXPERIENCE

- ❖ I have work in Account Assistant with TGB Pvt. Ltd.
Surat Gujarat from 4th October 2012 to 21 January 2016.
- ❖ I have work in Account Administration with Akshat Residency
In Sidhi M.P. From 08 February 2016 to 15 Nov. 2019.
- ❖ Currently Working as a District Account Officer with Educate Girl(www.educategirls.ngo)
At Sidhi District (M.P.) From 26 Dec. 2019 to Till Date.

1) Book Keeping and Maintenance of Accounts Records

- (i). Maintain FC and NFC Books of Accounts separately in Accounting Software TALLY ERP.
- (ii). Making appropriate entries in Accounting software according to Budget Codes & Chart of Accounts.
- (iii). File printout of voucher with necessary Invoices and supporting Documents with required approvals also scan the same and upload it on Google drive (Bank Payment, Cash Payment and Journal Vouchers).
- (iv). Maintain Four/Five Way Reconciliation in Books of accounts (Budget wise/Donor wise/ Location wise/ Head wise/ProjectWise).
- (v). Maintain Branch Reconciliation Files on monthly basis.
- (vi). Maintain Separately Bank Statement Files with Bank Reconciliations of FC & NFC Bank Accounts.
- (vii). . Ensure and Maintain of below Accounts files(Separately maintain of FC & NFC accounts)
 - 1. Journal Files
 - 2. Bank Payment Files
 - 3. Cash Payment Files
 - 4. BRS and Bank Statement files
 - 5. Fixed Assets Register
 - 6. PF, ESIC and TDS, Professional Tax paid challan file
 - 7. Branch Reconciliation File

2) Payments and Settlements

- (i). Ensure timely disbursement and settlement Training advance to staff.
- (ii). Ensure timely disbursement and settlement of salary advance to staff.
- (iii). Ensure timely disbursement and settlement of Block Petty Cash advance to Block Officers.
- (IV). Ensure timely disbursement and settlement of Administrative advances to Administration.
- (V) . Ensure timely disbursement of travel to staff.
- (VI). Ensure vendor payments on time, basis of Procurement Policy and Finance manual.
- (VII). Ensure timely payment of Full & Final Settlements after entering in books of accounts.

3) Fund Request

- (i). Prepare fund request based on approved budget and district need and submit to District Manager before due dates.

(ii). Prepare utilization statement against approved Fund Request.

4) Monthly Reporting

(i). Prepare Bank Reconciliation and submit to AO/AM on time.

(ii). Prepare Branch Reconciliation and submit to AO/AM and HO.

(iii). Prepare Block level MIS(District & UNICEF), District MIS and submit to AO/AM.

(IV). Update TDS Tracker on regular basis.

(V). Update FFS /Outstanding Salary Tracker on regular basis.

(VI). Prepare Salary Trend, Travel Trend and Communication Trend and submit to AO/AM.

5) Field visit/Communication with other departments

(i). Attend Minimum Two FCs Meeting Block wise in a one Month and facilitate FCs for error free settlement of travel and others.

(ii). Attend District Meeting every month.

(iii). Communication and liaison with other departments viz HR & Admin, Program, Impact, Operations.

(iv). Communication and liaison with Regional staff and HO (if required).

6) Others

(i). Support to HR | Admin | Training team in settlement | Disbursement of money as needed.

(ii). Relationship maintain with Bankers.

(iii). Bank Account signatories update and new bank account opening.

(iv). Coordinate and support the audit process.

(v). Support to admin department for procurement process.

(vi). Donor Requirement.

(vii). Support to District Manager in preparation of annual budget.

PERSONAL PROFILE

NAME : SHIVENDRA P. SINGH
FATHER'S NAME : RAGHURAJ SINGH
DATE OF BIRTH : 13TH JULY, 1992
SEX : MALE
NATIONALITY : INDIAN
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Pass port no. : M8215250
EMAIL ID : shivendrasingh566@gmail.com, shivendra.singh@educategirls.ngo
LANGUAGE KNOWN: HINDI, ENGLISH, GUJARATI
RELIGION : HINDU
MARITAL STATUS : MARRIED
HOBBIES : LISTENING SONG, WANDER AT RELIGIOUS PLACE
PERMANENT ADDRESS: PIPROHAR, GOPATPANASH, SIDHI-486661(M.P.)

DECLARATION

I certify that the information furnished above is factually correct.

I hereby declare that the above Mentioned Information is true to the best of my knowledge.

I hereby declare that the written particulars are true to the best of my knowledge and belief. I hope that you will give to me positive feedback.

PLACE: _____

DATE : _____