

# Resume

MANISH KUMAR

Daya Niwas, Below Gurusthan,  
Sunny Side, Solan  
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## Career Objective:-

To work in an organization that values hard work, sincerity and provides quality environment, which enriches my positive work attitude and provides me an opportunity to share ideas where my role exist.

## Professional Experience:-

- ❖ Currently working with Deventure Group of Hotels & Resorts Pvt. Ltd. As Accounts Manager from February 2015 onwards.
- ❖ Working experience with Paradise Wines Solan as Sr. Accountant from July 2014 to January 2015.
- ❖ Working experience with Vidya Infrastructure & Developers as Accountant from January 2014 to June 2014.
- ❖ Working experience with Dev Bhoomi Group as Accountant and Computer/Data Operator from July 2011 to August 2013.
- ❖ Working Experience with Bansal Computer Services as Jr. Accountant & Computer/Data Operator from November 2010 to May 2011.

## Roles and Responsibility:-

- ❖ Maintain data in IDS, HOST, Tally 5.4, 7.2, 9 ERP software's.
- ❖ Generating monthly General Ledger (MIS) Reports and checking the Balances.
- ❖ Monthly review on Bank statement and preparing Bank reconciliation statement.
- ❖ Ensure timely processing of bills entry in Tally 5.4, 7.2, 9 ERP, IDS & HOST software and verification of all bills.
- ❖ Preparing details and filing GST return, TDS return and ITR.
- ❖ Preparing Export/Import Document and procedure of payment.
- ❖ Handling cash and preparing data of all the cash transactions.

### Professional Qualification:-

- ❖ 1 year Certified Course of Computerized Accounting in Tally.ERP9 from Tally Arena, Solan, H.P.
- ❖ 1 year Certified Course of Computer Languages from Aptec Computer Centre Solan, H.P.
- ❖ 6 Months Basic Computer Course from G.B.S.S.S Computer Centre, Solan, H.P.

### Academic Qualification:-

	Board/University	Year of Passing	Percentage (%)
M.B.A. (Finance & HR)	Lovely Professional University	Pursuing	-
B.C.A.	Himachal Pradesh University	2015	59%
Class 12 <sup>th</sup> Commerce	H.P. Board of School Education, Dharamshala	2009	58%
Class 10 <sup>th</sup>	H.P. Board of School Education, Dharamshala	2007	62%

### Technical Skills:-

- Operating System : - MS DOS, Win 98, XP, Win 7, Win 8, Win 10, Win 11.
- Application : - MS-Office, Excel, Powerpoint, Internet, AUTO CAD, Photoshop.
- Accounting : - IDS, HOST WIN, Tally 5.4, 7.2, 9 ERP, Tally Prime.

### Personal Details:-

Date of Birth : 16<sup>th</sup> March, 1992.  
Sex : Male  
Marital Status : Married  
Language(s) : English, Hindi  
Father's Name : Mr. Sohan Lal  
Hobbies : Listening music, Singing, Playing Guitar

Date: 11/12/2021

Place: Solan

(Manish Kumar)