**SANJEEV KUMAR SARAK**

**Mobile: 09939259430**

**Email:** [**sanjeev.sarak@yahoo.com**](mailto:sanjeev.sarak@yahoo.com)

**CAREER OBJECTIVE**

To excel in my field chosen and to stand to the best of my capabilities. To work in an organization having a professional outlook and believe in teamwork and goal orientation.

**CAREER APERCU**

* A competent professional with **5.0 years** of experience. **Presently associated with Arrah Re-Rolling Mill PVT. LTD. Looking after total Accounts of Arrah Re-Rolling Mill Pvt. Ltd.**
* Knowledge of accounting software Tally 4.5-9.0, Fact16.01, Ace, Paysoft, MS Word, MS Excel, Power Point, Internet, Operating Software: Windows 98 - 2000/ XP Professional etc.
* Knowledge of online submission of VAT Return and CST Return.
* Having Working Experience of: Formatting, Loading of Operating System and different software’s of general utilization.

**DOMAIN EXPERTISE**

* Day to Day Accounting, Posting, Monitoring for Collection.
* Billing & invoicing.
* Cash and Bank Reconciliation.
* Preparation of Stock Statement.
* Preparation of Daily and Weekly Pay Record
* Filling of Monthly, Quarterly and Annually Returns/ Refund of VAT, CST & TDS & Assessment of Sales Tax etc.
* Bank account maintenance and preparation of BRS

**EMPLOYMENT CONTOUR**

**Organisation : Arrah Re-Rolling Mill Pvt. Ltd.**

**Designation : Accountant**

**Duration : Since 05th Aug, 2009 to till time**

**Organisation : Blossoms Enterprises**

**Designation :** **Back office cum** **Accounts Executive**

**Duration : 07st April, 2008 – 04th July, 2009**

**Organisation : Anjali Jain and Associates.**

**Designation : Account Assistant.**

**Duration : Since 19th Nov.2007- 25th March, 2008**

***Current Salary – 1.20lakhs/ annuam Expected CTC –Negotiable***

**EDUCATIONAL CREDENTIALS**

**B.Com (Hons)** Vinoba Bhave University, Hazaribagh 2006 1st class

**COMPUTER PROFICIENCY**

* Completed 15 Months training on “Certified Industrial Accountant” from The Institute of Computer Accountant.
* Proficient in business application software viz. MS-Word, MS-Excel, MS-PowerPoint, Internet etc.
* Comfortable with Tally

**PERSONAL DOSSIERS**

**Date of Birth :** 10th Jan, 1986

**Address :** Kumardih, Mahuda

Dhanbad, Jharkhand

**Pin Code** : 828305

**Gender** : Male

**Marital status**  : Unmarried

**Hobbies/Interests** : Listening Music & Reading Books

**Languages Known** : Hindi and Bengali.

**DECLARATION**

I solemnly declare that the information furnished above is correct to the best of my knowledge.

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**Date:**

**Place: Signature:**