

RESUME

SUNEEL KUMAR MAURYA

VILL+POST-SUWANSA

DIS- PRATAPGARH

PIN-230306

Mobile -8299296679

E-mail-mauryasunil904@gmail.com

Objective:

- A challenging position in a dynamic organization with potential for career advancement where I would utilize experience and skills with efforts to words the growth and profitability of the organization.

Academic Qualification:

- High school from U.P. Board in 2007.
- Intermediate from U.P. Board in 2010.
- B.com from C.S.J.M University from Kanpur.

Professional Qualification:

- CPCA (Certified professional Computer Accountant) course from NIFA (National Institute of Finance and Accounts) Swaroop Nagar Kanpur.

Knowledge of working field:

- Application software: MS-word, MS-Excel, power point & Internet
- Accounting package: TallyERP & two Other Acco.Software(Orcal,Forvision).

Accomplishment:

- Well conversant in Hindi & English (Reading & Writing)

Experience

- 1 year 3 month work experience as Assi. Accountant in **Salimar Corp. Ltd.** , Lucknow from Feb. 2014 to May. 2015.
- **PROJECT NAME: SALIMAR SQUARE(COMMERCIAL) ,LUCKNOW.**

JOB DESCRIPTION

- Responsible for the accounting operations of the company.
- Preparation of all monthly financial reports.

- Manage project cash flow.
 - Supervise accounts payable and accounts receivable staff and functions.
- 18 months work experience as Assi. Accountant in **Arsha Infra Developers Pvt. Ltd.** From 15/06/2015.To 10/02/2017.
 - **PROJECT NAME: ARSHA SUMANGALAM(RESIDENTIAL MULTI STOREY) LUCKNOW.**

JOB DESCRIPTION

- COMPLITE SITE MANAGEMENT ACCOUNT WITH INVENTORY.
- 1 year work experience as Accountant in **Khadi Bharat Vikas Sewa Sansthan Varansi (NGO).**From **16/03/2017 to 07/04/2018.**
 - Working as Site Accountant in **S.N.S. INFRAPROJECTS PVT. LTD. CHENNAI** Since **08/04/2018.**
 - **COMPLETED PROJECT : MITSUBA SICAL INDIA LTD.(INDUSTRIAL)**
 - **CURRENT PROJECT : SAINT GOBAIN INDIA LTD.**

JOB DESCRIPTION

- Process weekly Subcontractor payment applications verifying document requirements, contract amounts and subcontract terms.
- Prepare AP vouchers in a timely and accurate manner for weekly management approval.
- Assist Accounting team members in preparation of weekly and monthly check runs to include: sorting vouchers, initiating check run, attaching backup, preparing checks for mailing and filing.
- Responsible for verifying, on a monthly basis, which projects need to be billed and coordinating the accurate and timely billing with the Project Manager according to contract requirements.
- Other tasks as assigned: bank statement reconciliation, vendor statement review, subcontractor compliance review, etc.

Personal details:

- Father's Name Mr. Gyan prakash Maurya
- Date of Birth 20-May-1993
- Language Known Hindi & English.
- Hobbies Reading the news paper, listening to music.
- Strength Self confidence & positive thinking.

I hereby declare that all information given above is correct & true.

Date:

Place: CHENNAI

(SUNEEL KUMAR MAURYA)