

CURRICULAM VITAE

RAJESH KUMAR SINGH

Rajesh Kumar Singh

S/o **Shri Jagat Narain Singh**

R/o RAHUL KUMAR SINGH

Flat No. 5110, Tower-7 Block 7D2, Crossing Republic Dundahera,
NH-24 Near ABES Engineering College Ghaziabad-201016,
Uttar Pradesh

MOBILE NO. :- **08052383617, 8840556071,**

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- **CURRENT STATUS** :- Currently working as Accountant in " Gaur Construction Company, Sector-7, Block B-53 Noida-201301
- **JOB PROFILE** :- I am Responsible for Inventory Billing, Data Entry, Record of Materials, Sales Record in SAP. MIS Reports, Computer Accounting (Latest Tally-) ERP Software with GST.

EXPERIENCE:-

Total Work Experience: - 17 + years.

- 1 Year experience as Accountant in " Woodhill Infrastructure Limited, D-42, RDC Raj Nagar, Ghaziabad (U.P.) Site: Sasaram , Bihar
- 1 Year experience as Accountant in " East West Softec Private Limited near Someravilla International School Noida Sector -132 (U.P.)
- 1 Year experience as Accountant in " Major Kalshi classes Private Limited Allahabad " Shapath Building 105/244 , Tagore Town, Near Colonelganj Inter College, Allahabad -211002(U.P.)
- 1 years experience as Accountant "M/S Shree Sai Stone Product , Battauti, Meza, Allahabad. 2 years experience as Accountant cum Cashier in " GMR INFRASTRUCTURE LIMITED, No.25/1, Skip House Museum Road Bangalore-560025 (Site Name: Near Organ Hospital, Village Gadhwakala, Mauja- Bheerpur, Pin-212307.) Latest SAP Software
- 5.5 years experience as Commercial Assistant in "Exide Industries Limited," Allahabad through Indoarya Logistics Limited. (Latest SAP Software)
- 5 years 10 months experience as Accountant with "The Webbing & Belting Factory Pvt. Ltd.," opposite pawan cinema, G.T. road Ghaziabad."
- 3 years experience as Accountant with "CREST EXPORT PVT. LTD. C-31, SECTOR -59, NOIDA-201301(Garment Export Company)"
- 3 years experience as Accountant with "JAYA ADVERTISING PVT. LTD" N-230 Greater Kailash Part-I New Delhi-110048.
- 2 years experience as Accountant with "JAIN JEE PVT. LTD." New Delhi.

TECHNICAL KNOWLEDGE:-

- **PARIDHAN Apparel ERP Solution (ERP BASED):-** Used for Sampling management , Merchandising management, Purchase management, System Security management, Inventory management , Production , management, Planning management g , OPT management, Documentation –Import management, Documentation – Export , management Accounts, Payroll, Administration, Quality Audit Application, Management, merchandising management, Stock Allocation, Quality Control. ETC.

TEXTILE SOFTWARE:

- **EXN NEXT GENERATION SOFTWARE:-** Used for Material Management. Personal management, Production Management, Textile management, Etc.

VISUAL CA SOFTWARE (AN ERP MODULE):

- **(THE COMPLETE CA SOFTWARE):-** Used Account Module, Inventory (stock) Module, Sales & Marketing Module, Purchase Order Planning Module, Sales Tax Module, S.T. Forms Accounting Module, e-TDS Module, Service Tax, Excise Module, Bar Code Printing Module , Label & Corresponding Module, CRM MODULE, Leasing Module, Production Module, Etc.

VISUAL PAY SOFTWARE:

- **(THE COMPLETE PAYROLL SOFTWARE):-** Used for EMPLOYEE MASTER LIST, EMPLOYEE CORRESPONDANCE, TIME OFFICE REPORTS, ATTENDACE REPORTS,SALARY REPORTS, ARREARS REPORTS, OVERTIME REPORTS, REIMBURSEMENT REPORTS,LOAN REPORTS, ADVANCE REPORTS, INCREMENT REPORTS, PF MONTHLY REPORTS,PF YEARLY REPORTS,PF TRUSTY REPORTS,PF CLAIM REPORTS,PF OTHER REPORTS,ESI MONTHLY REPORTS, ESI HALF YEARLY REPORTS,ESI OTHER REPORTS, LEAVE REPORTS, BONUS REPORTS,MISCELLANEOUS REPORTS,PROFESSIONAL TAX REPORTS,EMPLOYEE PERFORMANCE REPORT, TDS MONYHLY REPORTS, TDS QUARTELY REPORTS, TDS YEARLY REPORTS , HRD REPORTS ,CONTRACTOR OTHER REPORTS,PAYROLL FEATURE and Etc.

CUSTOMER SUPPORT SYSTEM:- Latest SAP Software

- Used for Material Management. Personal management, Production Management, Textile management, Etc.

SAP SOFTWARE: - On SAP Software work as SAP Operator cum Billing Incharge as Commercial Assistant in Exide Industries as mention above

- Used for Material Management. Personal management, Production Management, Textile management, Account Module, Inventory (stock) Module, Sales & Marketing Module, Purchase Order Planning Module, Sales Tax Module, S.T. Forms Accounting Module, e-TDS Module, Service Tax, Excise Module, Logistics Department & Logistics controlling ,Real Estate Management , Personal management, Time Management, Pay roll ,Agency Business, Central Function, treasury controlling, Enterprise, Human Resources Controlling, Controlling, Investment Management Management , Advances, ARREARS, REIMBURSEMENT, SALARY & WAGES, MUSTER ROLL, TIME OFFICE,Etc

COMPUTER PROFICIENCY:-

- ACCOUNTING PACKAGE: TALLY -9.6 with GST ERP SOFTWARE ..
- CUSTOMER SUPPORT SYSTEM, SAP SOFTWARE-9.00

PROFESSIONAL QUALIFICATION:-

- Advance Post Graduate Diploma in Computer and System Management (APGDSCM) of 75 Weak from UPTRON ACL, ALLAHABAD.
- 3 Months course in D.T.P. from S.I.IS.I. ALLAHABAD.
- 6 Months course in Accounting Package (Tally, Office Assistant, AQUA FROM RAINBOW COMPUTERS, NAINI, and ALLAHABAD.

ACADEMIC QUALIFICATION:-

- *B.Com. from KANPUR University in 1994.*
- *Intermediate (Maths) from U.P.) Board in 1990.*
- *High School (Science) from U.P.) Board in 1987.*

PERSONAL DETAIL

Date of Birth	:	01st May, 1971
Father's Name	:	Mr. Jagat Narain Singh
Marital Status	:	Married
Language Known	:	Hindi & English
Nationality	:	Indian
Location Preferred	:	Delhi-NCR, Lucknow, Varanasi, Allahabad, Kanpur
Salary payable	:	Rs.35000/-
Expected Salary	:	Negotiable

Date:

Place:

(Rajesh Kumar Singh)