

CURRICULUM VITAE

Suraj Choudhary
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**H.No.-292, Pragati Nagar Colony,
Near Apsara Theatre, Govindpura,
Bhopal (M.P.) India**

OBJECTIVE:

Seeking a position where I can effectively contribute my skills and abilities in the industry that offers professional growth while being resourceful and innovative.

WORKING EXPERIENCE:

- **Khosla Automobiles**
Designation: Accountant
Job Post: Accountant
Job Description:

 - Maintain Day to Day Accounting of Cash, Purchase & Sale Entry in Tally Software ERP.9 & Tally Prime.
 - Bank Work (Cash, RTGS, NEFT & Cheque)
 - Accounts payable & Receivables.
 - Bank Reconciliation, Party Reconciliation.
 - Debit Credit Note and Miscellaneous work of office.
 - GST Work, Assessment Work.

July 2018 to Till Date

- **H.L. Passey Engineering Pvt. Ltd.**
Designation: Accountant
Job Post: Assistant Accountant
Job Description:

 - Managing & Maintaining General Ledgers.
 - Maintain Day – to Day Accounting of Cash, Journal Entries, and Transportation & Daily Expenses & Debit Credit Note.
 - Accounts payable & Receivables.
 - Bank Work (Cash, RTGS, NEFT & Cheque)
 - Bank Reconciliation, Party Reconciliation.
 - Export documentations in Excel Sheet for Assessment.
 - General Accounting (Dispatch Bill, Sale & Purchase entry)
 - Responsible for maintain Official Documentation for of office.
 - Work On Tally ERP-9

June 2012 to June 2018

- **Manappuram Finance Limited** **Aug 2010 to May 2012**
Designation: Senior Assistant
Job Post: Internal Auditor (All M.P.)

Job Description:

- Effective completion of internal audit within the scheduled time.
- Ensure compliance of audit observations by adequate/continuous follow-up.
- Coordinate with External audit consultant within in M.P. State.
- To handle special assignment by Finance team related Gold matters.
- Follow up on remedial action taken on the audit queries.

Job Post: Assistant Branch Head (Sagar, Indore)

Job Description:

- Branch Opening and operations of various work.
- Briefs the customer deals about various Schemes, Deposit, Insurance and Money transfer Inward and Outward.
- Preparing Bank Reconciliation and Office & Bank Bills.
- Verify the number, quantity, quality of ornaments.
- Verify the Safe room, security, statement & voucher.

Job Post: Junior Assistant (Bhopal)

Job Description:

- Cash Handing in office or bank.
- Briefs the customer about various schemes.
- Daily Cash Collection.

- **Reliance Fresh Limited-** **August 2008 to July 2010**

Job Position: Junior Customer Associate

Job Description:

- Customer Service, Counter Sale or Selling
- Billing of sold goods
- Daily Cash Collection
- Daily reporting of Cash Collection

EDUCATIONAL QUALIFICATION:

- M.Com (Accounts) from Hamidia Govt. & Arts College affiliated to Barkatullah University, Bhopal in year 2012-13
- B.Com (Finance) from BSSS College affiliated to Barkatullah University, Bhopal in year 2007-08
- Intermediate (Commerce) from M.P. Board, Bhopal in year 2004-05
- High School from M.P. Board in year 2002-03

EXPOSURE TO COMPUTER:

- Microsoft Word & Excel.
- Working Knowledge of Internet
- Operating System Window- XP & 8, SAP Retail, Dot net Wing.
- Tally 7.2, Tally.ERP 9, Tally Prime

PERSONAL PROFILE:

Name	:	Suraj Choudhary
Father' s Name	:	Mr. Khokan Choudhary
Date of Birth	:	06 th Oct. 1988
Address	:	H.No.292, Pragati Nagar Colony, Near Apsara Talkies, Raisen Road Govindpura, Bhopal (M.P.)
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages	:	Hindi, English & Bengali.

Date:

Place: BHOPAL

SURAJ CHOUDHARY