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# CURRICULAM VITAE

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## MANMOHAN NEGI

**Career Objective:** Aiming at an up gradation both professionally as well as personally in my career path with emphasis on hard work, in order to make a significant contribution to the industry and derive professional satisfaction from it.

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| * **Personal Information** **:**
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Address  **:** 151-B Pratap Vihar-I, Nangloi, Delhi-110086 Mobile **: 9582818138, 9868479583(H)**

Email Id **:** **manish\_negi1986@yahoo.com**

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| * **Education Qualifications** **:**
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* 10th, Passed From C.B.S.E. Board Delhi.
* 12th Passed From C.B.S.E. Board Delhi
* B.Com (P) from Delhi University.
* Pursing M.com from Ignou.

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| * **Professional Experience:**
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**Having 10+ year of Experience in Accounting & Finance**

1. Presently working as an **Sr. Accounts Executive** since feb 2013 in **Action Cancer Hospital , Paschim Vihar ,New Delhi**
2. Worked as an **Accountant**  from Aug, 2010 to Jan 2013 in **Mediplus (India)Ltd –** A leading Surgical Disposables Manufacturing Company & having turnover more than 75 Crores.
3. Worked as an **Accounts Executive** from April, 2007 to July 2010 in  **Jaipur Golden Transport –** A leading Transport & Logistic Company & having turnover more than 200 Crores.
4. Worked as an **Accounts Assistant** from August, 2004 to March, 2007 in

**Himalaya E-com Marketing & Finance Ltd. Saraswati Vihar Delhi.**

**KEY RESPONSIBILITY AREAS**

* Salary Preparation & Finalization ,
* Preparation of Doctor Salary
* TDS Return ,
* Service Tax Return
* Vat Return , Wct Return
* Settlement of Panel /TPA Payers
* Reconciliation of Day Book, Bank Statement & Party Ledgers A/c.

**PROFESSIONAL EXPERIENCE**

* Computerized as well as Manual Accounting.
* Preparation & Maintenance of Accounts Book.
* Preparation of Vouchers & other related records.
* Preparation of Bank Reconciliation Statement.
* Sales Tax Works.

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| * **Computer Efficiency:**
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* Six month computer course in “ **Certificate in Computer Application** “ from *Comptech ICL*
* MS Office (MS Word, MS Excel, MS Outlook).
* Internet Surfing,
* Tally 5.4, 7.2 & 9.0

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| * **Other Personal Details:**
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Father’s Name : Lt. Shri Narender Singh Negi

Date of Birth **:** 14th June, 1986.

Nationality **:** Indian

 Languages **:**  English & Hindi

 Marital Status **:** Single

 Hobbies **:** Listening Music

 (**ManMohan Negi**}