

# MANISH VERMA

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## Account & Management Professional

§ Genera Accounting	§Billing & Inventory Control	§Account Receivables/Payable
§ Taxation (TDS / GST)	§ Assessment Work	§ Office Administration
§ Auditing & Reconciliation	§ Excise & Custom (Import/Export)	§Office Management
§Banking & Foreign LC , Indian LC	§Cash Management	§Inventory Management

### Executive Profile

- ♥ Accounting and Management professional with offering 25 plus years of rich experience in various sectors
- ♥ Passionate, Hardworking, sincere and integral professional who works with full dedication and commitment.
- ♥ Goal & Detail Oriented professional with customer & client driven approach,
- ♥ Progressive approach to learn new things and adopt new way of working which include any new tools technique adoption.

### Professional Experience

- 👤 Senior Accountant **Bansal Construction Works Pvt. Ltd, Bhopal**  
-From Sep'12 till Date
- 👤 Accountant **M/S J.J.TECHNO SOLUTION INDIA PVT. LTD**, Industrial Automation Simplified,Bhopal  
(Autho. Distributor of Panasonic India Welding Division,Deals with Industrial Equipments) Formerly J J Sales  
-From Feb'11 till Sep'12
- 👤 Manager Sales Accounts **M/S.RKSK STEEL INDIA PVT. LTD**, (Formerly Ram Kumar Suresh Kumar)  
DEALS IN STRUCTURAL STEEL & TMT BAR , BIRLA ROAD , Satna  
-From Apr'06 till Jan'11
- 👤 Manager Accounts **M/S.SHRI RAM Motors,Satna**  
Dealer of Bajaj Tempo Ltd.,Pune (Four Wheeler Vehicle)  
-From Jan'05 till Mar'06
- 👤 Account Manager **M/S. KAILASH CHAND BAGARIA,Katni**  
(Mfg of Lime & Cal. Dolomite and owner of mines).  
-From Aug'94 till Dec'04
- 👤 Account Manager **R.P. Medical Corporation & Chopra Trading Corporation,Katni**  
(Pharmaceutical Distributors) Katni  
-From Nov'92 till July'94
- 👤 Account Manager **National India Rubber Works Ltd, Katni**  
(Mfg of Rubber Articles)  
-From Feb'91 till Nov'92

### Educational Credentials

- 👤 Bachelor in Commerce (B.Com.) from Rani Durgavati University, Jabalpur (MP)
- 👤 MBA (Finance) from The Global Open University, Nagaland

### Courses & Certifications

- 👤 Diploma in Computer Science from H. Con. Computers.
- 👤 Diploma in Computer Applications from Aptech Computer Education
- 👤 Advance Diploma in Computer from Zen Center of Computers
- 👤 ERP Training in Matrix (Gamut) Solution

### Compute Skills

- 👤 MS Office( Word,Excel,PowePoint etc)
- 👤 Windows
- 👤 Tally ERP
- 👤 Tactive ERP

**Personal Dossier**

Permanent Address: Block-B,Flat- 517, Vidhan Eleena, Sunkhedi, Near Danish Kunj - 5, Kolar Road ,Bhopal (M.P)  
Languages Known: English & Hindi