

**Mithilesh Kumar Sinha**

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## CAREER OBJECTIVE

To pursue a Career in **Financial & Accounting Management** in a dynamic and Growth oriented organization, which can inherent talent with good amount of freedom into corresponding work responsibility and contribute meaningfully to organization objectives

## WORK EXPERIENCE :

### Total Consultancy Services

- ❖ Position : **Consultant**
- ❖ Period : **May'07 – Till date**
- ❖ Business Nature : **Account Outsource, Finance & Management Consultants**

**Job –Responsibilities** (Accounting, Payroll Process, Auditing, Taxation, Final Account, MIS, CMA)

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- ❖ **Part Time Accounting of** Aar & Ess Merchandise, Allied Sales Agency, Alnasir Frozen Food Export, Anifabs Designer Sarees, International Net Security Service, Italian Thai Development Public Company Ltd., Jinkushal Export, S V R Engineers, Tej Engineering, UNJ Import, White House Flat Owners Association
  - ❖ **Full Time Accounting of** Ador Engineers Pvt Ltd, Calpro Food Essentials Pvt. Ltd., Epoch Expo Pvt. Ltd., North Delhi Power Ltd., Orris Infrastructure Pvt. Ltd., Skyarch Roofs Pvt Ltd, Universal Aviation Services Pvt. Ltd., Vishal Megatrade Ltd., Vishal Retail Pvt. Ltd.

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### Lepton Software Export & Research (P) Ltd

- ❖ Position : **Manager (Finance & H.R)**
- ❖ Period : **Aug'05 – Apr'07**
- ❖ Business Nature : **Digital Mapping & Telecom Software**

**Job –Responsibilities**

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- ❖ Coordinating with bank for import payment, Submission of **export return** to ESC, Submission of softex form to **STPI**; Deposition of all statutory liabilities (**tds, sales tax, service tax, ESI, EPF**) into bank and corresponding submission of returns with relevant authorities, Issue tds certificate and similarly following up with parties for the certificate of tax deducted by them, **Reconcile debtors & creditors, Budgeting, Project costing, Audit management**

- ❖ Supervise for entire accounting voucher, cash / tour advance & banking activities, Preparing final accounts, **Merchandise management** (Checking of purchase order, gate entry, goods receive note, purchase invoice, Releasing payment to party after deducting scheme, discount & goods return note), **Managing inventory**
- ❖ Maintenance of attendance & leave records of all employees and processing of salaries as payable after adjustment of deductions, Deposition of EPF & ESI, Other Administrative works (Payroll Process)

### **M.Verma & Associates**

- ❖ **Position** : **Audit Assistant**
- ❖ **Period** : **Apr'02 – Jul'05**
- ❖ **Business Nature** : **Chartered Accountants**

### **Job –Responsibilities (Audits of the following Banks & Companies)**

- ❖ **Retainer ship of** Advance Polymers, APC Poly Coat India Pvt. Ltd., Durable Packing Care, Eminence Hospitality Services Pvt. Ltd., Enthuse Answers Communication Pvt. Ltd., Futuristic Robotics Pvt. Ltd., Grapevine Advertising Pvt. Ltd., J V Info Solutions, King Packers, K M Academy, Mahatta & Co., Manju Blause Pvt. Ltd., Modvac Engineerings India Pvt. Ltd., Pinnacle Graphics, Promos, Ritu Jewels Pvt. Ltd., Shubham Enterprises, Shuvam Consultancies & Services Pvt. Ltd., Star Texfab Sourcing, Tata Tele Services Ltd., The Foreign Correspondence Club of South Asia, The Mint Restaurant
- ❖ **Concurrent Audits of** Andhra Bank, Allahabad Bank, Bank of Maharashtra, Central Bank of India, Indian Overseas Bank, Oriental Bank of Commerce, Syndicate Bank, The Nainital Bank Ltd., UCO Bank, Union Bank of India
- ❖ **Internal Audits of** Ashok Reservation & Marketing Services (ITDC), Ashok Tours & Service Station (ITDC), Classic Enterprises Ltd., Hotel Ashoka (ITDC)
- ❖ **Revenue Audits of** Punjab National Bank, United Bank of India
- ❖ **Stock Audits of** Alcobex Metals Ltd., DCM Sri Ram Conciliated Ltd., Durgesh Block & China Glass Works Ltd., Kudos Chemie Ltd., Mansurpur Sugar Mills Ltd., Polar Industries Ltd., Sri Ram Industries Enterprises Ltd., Sukhjit Starch & Chemical Ltd.
- ❖ **Statutory Audits of** Central Electronics Ltd. (PSU), State Bank of Patiala, U.P.Power Corporation Ltd. (Govt.)

## ACADEMIC QUALIFICATION

- ❖ **10<sup>th</sup>** from **B S S E B**, Patna in **May'95**
- ❖ **12<sup>th</sup>** from **B I E C**, Patna in **May'97**
- ❖ **B.Com.** from **Delhi University**, in **May'02**

## PROFESSIONAL QUALIFICATION

- ❖ **Certificate Course in Taxation, Manual & Computerized Accounting** from SITPS, in **Jul.'01**
- ❖ **Diploma in Business Management** from **AIIMAS**, in **Aug.'02**
- ❖ **Honours Diploma in Web-Centric Computing** (ECPD) from **NIIT**, in **Nov.'02**

## COMPUTER SKIL

- ❖ **OPERATING- MS Windows** (95, 97, 98, NT XP & Vista), **Windows NT Server 4.0**
- ❖ **BASIC- MS Office, Front Page, Excel**, Notepad, Word Pad, Paint
- ❖ **PROFESSIONAL- Busy, Tally** (4.5, 5.0, 5.4, 6.3, 7.2, 8.1 & **9 ERP**), TDS Plus, ITRETTDS, **Spectrum**, Webtel, DEBS, SAMPARK, GIN RETAIL 9.3 (ERP), SAP, **E-Mail, Chatting, Internet**

## PERSONAL PROFILE

- ❖ **Father's Name** : Late Sh B.N.S.Srivastav
- ❖ **Date of Birth** : 20.08.1980
- ❖ **Marital status** : Married
- ❖ **D L No.** : PO9012004315269 (26.01.2024)
- ❖ **Passport No.** : H3799822 (15.03.2019)
- ❖ **Address** : C/o Mr Rajbir Singh, WZ 50 B, Palam Village, New Delhi-110045 (India)  
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