

Tarun Awasthi

B.Com, ACCA (U.K)

72 Phase II, Riviera Town,
Bhopal, India
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Curriculum vitae

PERSONAL DETAILS :

Name : Tarun Awasthi
Date of birth : 4th Dec. 1980
Place of birth : Bhopal
Nationality : Indian
Passport No. : M1762039
Gender : Male
Marital status : Married with two children
Contact number : +91 8109838010

EDUCATION :

Year	Qualification	Subjects	Results
Aug 1997 - May1999	Senior Secondary School	Science Subjects	1 st Division
Aug 1999 - June 2002	Bachelor of Commerce (B.Com)	Accounts (for details pl. see the mark sheet)	1 st Division
Jan 2003 – June 2005	ACCA (UK) [Chartered Accountant]	Accounts (for details pl. see the mark sheet)	Cleared all the paper.

Computer Knowledge :-

Excel (Spreadsheet), Word.
Pastel (Accounting software),
Ulti Sales (Point of sale software).

IELTS Score (Paper Based) 7th Nov. 2019

L = 8.50; R=6.50 ; W= 6.00; S= 7.00; i.e. Overall Average : 7.00

WORK EXPERIENCE :-

Though most of my work experience is in the area of Accounting in Africa and India but I am willing to take up any challenging job in office or field.

Country : Botswana (S. Africa) :-

August 2004 till Nov. 2009

Company : Nova Industries (Pty) Ltd. and Gaborone Hotel & Casino

(Pty) Ltd. (Belonging to the same Group of companies)

(A Company in Hospitality Industry in Gaborone, Botswana)

Position : Started with Assistant Accountant and was promoted to Head of Accounts department

Work Scope :

- Responsible for processing suppliers invoices & payment.
- Data Processing and Stock controls.
- Reconciliation of banking & cheques.
- Taking quotations & preparing purchase orders from suppliers.
- Negotiating with suppliers for competitive prices.
- Capturing invoices from creditors in accounting software.
- Monthly reconciliation of Debtors.
- Filling the invoices & other documents in accounts dept.

Country : India :

Feb. 2010 – 30th Nov. 2015 :-

Sanfield (India) Limited, Bhopal, India

Position : Manager Finance

- Preparation of yearly Budgets for different departments.
- Preparation of marketing budget with marketing manager for upcoming year.
- Forecasting of departmental profits & revenues.
- Review of monthly financials statement & its report.
- Review of management reports.
- Preparation of management report on monthly profit & loss account with explanations

Dec. 2015 – till to-date :-

Company : Ace Stone Crusher And Ace Suppliers

Position : Accounts Manager

- Preparation of yearly Budgets for different departments.
- Preparation of marketing budget with marketing manager for upcoming year.
- Forecasting of departmental profits & revenues.
- Review of monthly financials statement & its report.
- Review of management reports.
- Preparation of management report on monthly profit & loss account with explanations.
- Controlling operations on quarry site.
- Looking-after dispatch of materials from mine to customer site.
- Preparation of mining budget.
- Preparation of stock register for banks and other financial institute.