**RESUME**

**SHAILESH KUMAR**

**M.COM**

Mob. No. -  **9810492880, 8810481868**

E-mail:- onlyshailesh2009@gmail.com

**Career Objective**

Looking forward to be associated with an organization where my personal achievement will be considered & rewarded to contribute toward the success of the organization and also development of the profession.

**Professional Credentials**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institute** | **Year** |
| M.COM | IGNOU | 2019 |

**Academic Credentials**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N.** | **Description** | **Board/University** | **Year** |
| 1. | B.COM | Delhi University | 2016 |
| 2. | XIIth | C.B.S.E | 2012 |
| 3. | Xth | C.B.S.E. | 2009 |

**Summary of Skills**

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| --- | --- | --- |
| **Accounts and Finance Operation Skills** | **Tax Operation Skills** | **IT Operation Skills** |
| * **Receivable** :   Raising invoices, booking realization, provision for doubtful debts.   * **Reconciliation:**   Bank Reconciliation, Vendor  and Debtor Reconciliation.   * **General Accounting :**   Journal entries, Monthly Closing, Prepaid & Provision.   * **Finalization of Accounts :**   MIS Preparing, Intercompany Adjustments, Ledger Review. | * **TDS :**   Tax deduction under  Various Section,  Preparation of Tax Audit  Data. Filling of TDS  Returns.   * **GST (Goods & Service Tax)**   Computation of Monthly  tax Liability, Preparation  of Data for GSTR 1. | * **SAP** * Booking invoice * Releasing payments * Journal entries * G/L Clearing * Vendor Clearing * Reversal of Document * **Tally ERP 9** * Purchase Invoice * Sale Invoice * Journal Entries * Receipt * Payment etc. |

**Personal Skills**

* Dedication to Continuous improvement.
* Active Listener-Willing to Learn and Listen.
* Ability to Manage Multi Task.
* Disciplined, Dedicated and Highly Committed Towards My Goal.

**Computer Proficiency**

* Have knowledge of MS Office, Tally and SAP etc.
* Well acquainted with the use of Internet.
* Comfortable to work on SAP .

**Work Experience**

Worked with **``Balmer Lawrie & co. Ltd.” As an Account Assistants** from 14-July-2017 to till date.

* Account Payables & Receivable Reconciliation.
* Adjustment Entry and Bank Reconciliation
* G/L Entries posting in SAP sys.
* Preparation liability voucher and payment voucher in Sap sys.
* Accounts Receivables and Payable.
* Bill entries and maintaining proper accounts.
* Bank Reconciliation.

Worked in **“Pathfinders Media Pvt. Ltd.”** as an Account Assistant approx.. 2 years

* Prepare reports on accounts payable and accounts receivable.
* Process the payable invoices weekly.
* Process the Sales, Purchase & Bank Statement.
* Prepare reports Vat, Cst, Service Tax
* Perform daily entry of accounting and weekly perform checking and updating.
* Review of Trial Balance for Finalisation of Accounts & its Audit.
* Checking of Invoices.

**PERSONAL DOSSIER**

**Father’s Name**  : Rajdev Singh

**Date of Birth** : 4th Sep 1992

**Gender** : Male

**Nationality** : Indian

**Address** : H.no. A-90 , Om Enclave Part 1 , Agwanpur Village ,Faridabad, HR-121003 **Language Known** : English, Hindi

**DECLARATION**

# I hereby declare that all the information furnished above is true and correct to the Best of my Knowledge

# and belief.

Place: Delhi

Date**: SHAILESH KUMAR**