

Curriculum Vitae

Contact Details

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NIRAJ MISHRA

CAREER OBJECTIVE

Seeking a position providing the chance to constantly learn, upgrade and prepare myself for newer challenges and to be a part of professionally managed, reputed and growth-oriented organization.

COMPETENCY MATRIX

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|----------------------|------------------------------|
| » Finance & Accounts | » Team / People Management |
| » Auditing | » Balance Sheet Finalization |
| » Taxation | » Report Preparation |

QUALIFICATIONS

1. Academics:

- M.Com. from IGNOU (2017).
- B.Com. (P) from Delhi University (2013).
- Intermediate from C.B.S.E. Board in the year 2009.
- High School from C.B.S.E Board in the year 2007

PROFESSIONAL EXPERIENCE

- Currently working as a Sr. Accounts & Admin (Accounts) in **Numerical Analytics Instruments Pvt Ltd.**
From 28th August 2018.
- Worked with **Vianaar group of Companies (Vianaar Homes Pvt Limited)**, New Delhi as Sr. Associates & Finance from 8th June 2016 to 27th August 2020
- Worked with M/s. **Gaurav Kumar & Associates** (CA Firm), New Delhi Accounts Manager from 09th November 2013 to 11th June 2016.
- Worked with **M/s. G.L. Gupta & Associates** (CA Firm), New Delhi Accounts Executive from February, 2011 to November 2013.

CURRENT JOB RESPONSIBILITIES

WORK EXPOSURE	DESCRIPTIONS
Accounting	<ul style="list-style-type: none"> ➤ Prepare monthly Balance Sheet and financial statement of organization for Internal purpose. ➤ Statutory Compliance review. ➤ Reconciliation of bank and accounts receivable ledgers and monitor aged debt. ➤ Closer of Monthly MIS that includes invoice adjustments and Variance analysis. ➤ Track Intercompany reconciliations status and make sure to get variances resolved on timely manner. ➤ Coordinate with Internal Auditor, discuss queries raised by them and prepare Departmental comments on monthly Internal Audit Report and forward same to GM Accounts for their comment, if any. ➤ Provide details to Cost Auditor for Annual Cost Audit Report. ➤ To do ledger scrutiny and pass adjustment entries, if any. ➤ To discuss with and suggest solutions to subordinate if they have any problem regarding Accounting entries ➤ Handling Claim for Insurance matters and liaisoning with Insurance company. ➤ Check and pass Purchases, Sales Invoices, Receipts, Payments Vouchers entered by subordinates. ➤ Rectify books of accounts and accounts receivable of debtors and for Transfer/Adjustments of Entry. ➤ Follow up for receivables with Debtors. ➤ To complete misc. assignment as given by Management on time to time basis. ➤ Experience in Inventory Management
Legal Compliances	<p>TDS</p> <ul style="list-style-type: none"> »Reconciliation of TDS on system. » Filing of Quarterly TDS returns. » Revision of TDS return. » Retrieval of TDS certificates. » Having work exposure & knowledge about TRACES, TIN-NSDL website & TDS software. <p>Goods & Service Tax (GST)</p> <ul style="list-style-type: none"> » Prepare GST Returns. »Reconciliation of GSTR2 With GSTR 2 A » Coordinate with vendors for GST compliance. »Handling departmental audits related to GST.

WORK EXPERIENCE

- Working Knowledge of MS-Office (MS-Word, MS Excel-V-lookup, H-lookup, Sum if, Pivot Table)
- Knowledge of Far Vision ERP Software
- Knowledge of Tally 9.0 ERP.
- Knowledge of Computax & Computds.
- Proficient in the use of the computer accounting system

Direct Tax Compliances	» Handled demand cancellations & refund procurement proceedings. » Prepared written communication for income tax issues and performed other duties as assigned. » Handled online Income Tax Rectifications » Prepared individual & corporate Income Tax Returns. » Research on tax matters. » Prepared individual, corporate Tax Audit Returns.
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PERSONAL PARTICULARS/OTHER DETAILS

Forte

- » Self-motivated and very efficient individual who can handle pressure and is always well organized.
- » Able to deal and communicate effectively.
- » Always keen to learn more and acquire greater knowledge to the benefit of our organization

Other Personal Details

- » Father's Name: Sh. Babban Mishra
- » Languages Known: English & Hindi
- » Marital Status: Single
- » Nationality: Indian

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

(Niraj Mishra)

Date:

Place: New Delhi