CURRICULUM VITAE

KRISHAN KUMAR TRIPATHI

Address : H. No., 727/7 Govindpuri

Kalkaji, New Delhi –19

Mobile :8860815284, E-mail:krishantiwari182@gmail.com

CAREER OBJECTIVE

Through my path as an Accountant, I aspire to develop my acumen in the areas of Taxation, Accounting and Finance. Thus contributing with diligence towards the attainment of financial objectives of the organization. I am looking forward to work with organizations that provide me an opportunity to develop as a wholesome professional.

### EDUCATIONAL CREDENTIALS

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **BOARD / UNIVERSITY** | PLACE | **Year** |
| B. Com (P) | Bareilly University | U.P. | 2002 |

### TECHNICAL QUALIFICATION

* Six months Diploma in Advance Financial Accounting from Lal Bahadur Technical Institute at Kalka Ji, New Delhi – 110019.

### COMPUTER KNOWLEDGE

Software Package : MS-Office, Windows XP, MS-DOS and Internet

Accounting and Taxation Software : Tally 5.4 to Tally.7.2 & Erp9, and Fox Pro Software

### WORK EXPERIENCE

###### Total Experience:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | DESIGNATION | **ORGANISATION** | PERIOD |
| 1 | As An Assitt. Accountant | Uniline Energy Systems Pvt.Ltd. | Fab-2007 to June 2012 |
| 2 | Same as above | M/s Success Exim pvt.ltd. | June-2012 to June-2015 |
| 3 | Same as above | A M Trades & Services ( Subway) | June-2015 to Till date |

### POSITION SUMMARY

Reporting to the Director Finance, I handle daily operations of the Accounts Department e.g. (Sale, Purchase, Cash & Bank Book, Ledger Reconciliation, Sales Tax, TDS, Service Tax and employee’s imprest etc.) and participate with the monthly and yearly closings. I also prepare monthly profit and loss statements, as well as various special report e.g. MIS & QIS.

### JOB PROFILE

1. Handle Sales and Purchase Book (Including Credit and Debit Note)
2. Handle Day Book, Cash Book & Bank Book (Including Bank Reconciliation)
3. Handle Local Sales Tax and GST.
4. Follow up for debtor payment.
5. Reconcile the debtors and visit them.
6. Assist with preparation and coordination of the audit process.
7. Handle Dispatch of goods with packing & loading.
8. Handle finished goods stock.
9. Secretarial work.
10. Knowledge of Excise work.
11. Prepare GST return and Tax calculation.
12. All return submitted and check online at GST Portal.

### PERSONAL VITAE

I work hard deadline as an active team member to achieve organizations’ as well as own objectives.

Date of Birth : 05/03/1982

Fathers’ Name : Mr. Raj Kumar Tripathi

Gender : Male

Marital Status : Married

Nationality : Indian

Languages Known : Hindi & English

Current CTC : Rs.

Expected Salary : Negotiable

Notice Period : 10 days

### INTERESTS

I love to play cricket, chess and participating in group discussions. I also love to go to new places and reading books, especially those that relates to my profession and job.

### SYNOPSIS

* I am an individual with positive mindset, goal oriented and ability to work at extreme ends of organization.
* Work with a sense of ownership and dedicated to give maximum efforts to accomplish tasks.
* Develop team skills through active contribution and participation in team activities.

### DECLARATION

I hereby declare that all the information & fact stated herein above are true and correct to the best of my knowledge and believe.

Place:

Date:

**KRISHAN KUMAR TRIPATHI**