

CURRICULUM VITAE

Pashupati Kumar Choudhary

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Objective

To pursue and excel in a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.

Work Experience

Company Name : : **Instaveritas India Private Limited**
Position Held : : **Accountant**
Duration : : **March 2019 onwards**

Responsibilities

- ❖ Responsible for entire Accounting / Document Management and clerical jobs of the company.
- ❖ Recording of expenses & Purchases and materials delivery.
- ❖ Make profit & Loss report and submit to the Manager.
- ❖ Analyze cash flow and suggest effective method to increase the profitability of the organization.
- ❖ GST And TDS Return Filling.
- ❖ Installation and back up of Tally.

Company Name : : **T & T Buildtech Pvt. Ltd**
Position Held : : **Accountant**
Duration : : **May 2017 to Feb 2019**

Responsibilities

- ❖ Responsible for entire Accounting / Document Management and clerical jobs of the company.
- ❖ Recording of expenses & Purchases and materials delivery.
- ❖ Make profit & Loss report and submit to the Manager.
- ❖ Analyze cash flow and suggest effective method to increase the profitability of the organization.
- ❖ GST Return Filling.
- ❖ Installation and back up of Tally.
- ❖ Urgent maintenance of computer hardware and software upgradation etc.

Company Name : : Pratap Rastogi & Associates (C.A FIRM)
Position Held : : Accounts Assistant
Duration : :March 2015 to April 2017

Responsibilities

- ❖ Maintaining the books of accounts up to finalization.
- ❖ Receipt, issue and inventory control of material.
- ❖ Bank deposits, Payments and reconciliation.
- ❖ Preparation of Month end reports, Year end reports.
- ❖ Evaluate monthly profit and loss account.
- ❖ Checking vouchers with supporting documents.
- ❖ Checking all the tax related documents.
- ❖ Correcting the ledger accounts.
- ❖ Preparation of Vouching Notes.
- ❖ Preparation of individual salary statements on monthly basis.
- ❖ Preparation of Depreciation statements.

Educational Qualifications

Course	University/Board
M.Com	L.N.M.U Darbhanga (Bihar)
B.Com	L.N.M.U Darbhanga (Bihar)
10+ 2 (12 th Standard) (Commerce)	Bihar Intermediate Education Council Patna
SSLC	Bihar School Exmination Board Patna

Trainings Obtained

Training/ Seminar	Conducted by	Duration	Status
Diploma in office management & Financial Accounting – Tally 7.2,	S.M Tech Madhubani (Bihar)	24 Weeks	Completed

Computer skills

Microsoft office, Tally 7.2, Tally ERP9

Personal traits

Ability to learn things fast
Takes responsibility, creative
Self confident with positive mind set

Languages Known

Hindi, English, Maithili, Bhojpuri

Personal Information

Contact No : 9354540537
Sex : Male
Date of Birth : 14th March 1994
Nationality : Indian
Religion & Community : Hindu
Marital status : Single

DECLARATION

I hereby declare that the above mentioned details are true to best of my knowledge and belief

Place: Delhi

Pashupati Kumar Choudhary

Date: