

# Dilip Gaur

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## PROFILE

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Experienced, detail-oriented accountant seeks a position with reputed company which will allow utilization of my problem-solving skills and development analytical skills, as well as an advanced understanding of popular accounting and tax software.

## ACADEMIC PERFORMANCE

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CCS University	Bachelor of Commerce	2011
U.P. Board	XIIth (Commerce)	1998
U.P. Board	Xth (Science)	1996
AICTE	Computer Application (12 months course)	2000

## EXPERIENCE

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Janki Exports	Accounts Department	December 2018 – Till Date
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### Roles and Responsibilities:

- Maintains all types of Accounts in tally ERP 9
- Monitoring of TDS, GST return, on time, utilization of input tax credit of GST.
- Accounting entries through Tally software, through authorization & delegation of user right in the system.
- To ensure proper maintenance of book of accounts as per software.
- To monitor Accounts Receivable and Accounts Payments.
- Maintain cash book in daily basis
- Cash payments of Labour and contractor as per company guideline.
- Distribution of all types of cash expenses through petty cash books.
- Finalization of Balance sheet throughout internal and statutory audit.

### **Roles and Responsibilities:**

- Maintains all types of Accounts in tally ERP 9
- Filling of return on time, Utilization of input tax credit.
- Accounting entries through Tally software, through authorization & delegation of user right in the system.
- To ensure proper maintenance of book of accounts as per software.
- To monitor Accounts Receivable and Accounts Payments.
- To manage the receivable i.e. proper accounting in tally, issuing credit notes.
- To monitor the Banking activities and reconciliation of bank accounts on monthly or daily basis.
- Maintain stock in inventory.
- Monitoring and distributing of cash.
  
- Finalization of Balance sheet throughout internal and statutory audit.
- Monitoring all kind of stock inward and outward
- Assessment of Sales Tax, Income Tax, Excise with support of advocates

### **Roles and Responsibilities:**

- All types of accounts related works.
- Bank reconciliation, Maintaining Cash book,
- Verifying purchase bills with P.O's;
- Monitoring the work contract Agreement with Sub-Contractors.
- Updates the booking status with all sites. Monitoring all kind of stock inward and outward
- Assessment of Sales Tax, Income Tax, Excise with support of advocates

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Anurag Enterprises

Accounts Assistant

November 2004 – January 2005

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### **Roles and Responsibilities:**

- All types of accounts related works.
- Bank reconciliation, Maintaining Cash book,
- Verifying purchase bills.
- Monitoring the site expenses accordingly to the Tenders.
- Making Local Market Purchase.

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Rama Kant Maheshwari & Co.

Assistant Accountants

July 1998 – October 2004

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### **Roles and Responsibilities:**

- All audit responsibility
- Finalization of Balance Sheet and their audit reports.
- Online Trading for various Parties.
- Making bills for share inward and outwards and posting in form of accounts.

### **COMPUTER SKILLS**

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- Operating Systems: Windows(10,8,7,XP,Vista,98)
- MS Office (Word, Excel, Power Point)
- Internet

### **STRENGTHS**

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- Flexibility and Adaptability
- Learning Agility : Quick Learner
- Solution Oriented
- Positive Attitude : Creating a positive work environment
- Self-Motivated and Professional