**KULDEEP VERMA**

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| **SENIOR ACCOUNTANT : FINANCE & ACCOUNTS****Industry Preferences : Manufacturing , Trading , Retailing****CAREER OJECTIVE** |
| To obtain a permanent position within a progressive company that offers the opportunity both continuous and develop current knowledge accounting practices. To wake up for organizational that mentions a positive requirement where Excellency and creativity are organism unforest a devised to the organizational should value. The vision knowledge Wisdom and dedicate work. **SUMMARY OF SKILLS** |
| * 11 year of experience in Financial Accounting, in Manufacturing, Trading, & Retailing Industries.
* Knowledge of Accounting principles and procedures, Daily Accounting.
* Experienced in handling bookkeeping activities and fixing accounting errors.
* Proficient with MS Office and business accounting software.
* Experienced in accounts payable, account receivable, and processing invoice payment.
* Ability to work with integrated accounting financial software and reporting system.
* Strong attention to detail, organizational, and time management skills.
* Knowledge of Accounting Software Tally ERP-9, Busy-17 rel 3.2 , Internet , MS Word , Excel, Power Point.

**WORK EXPERIENCE** |
| **Senior Accountant****Shree Bhawani Enterprises New Delhi-INDIA****April-2016 – Present*** Performing invoice processing, sending payment reminders, and updating accounts.
* Manufacturing process for Upper making, Sale order, Material, Bill of Material etc.
* Handling daily bookkeeping functions and reconciling account ledger.
* Reconciliation with Bank Statement (NEFT/RTGS), Managing the account AR, AP, Team Handling.
* Day to day accounting , journals, sales and purchase ledgers , Taxing (GST) Online and Making Returns GSTR-3B, GSTR-1.
* Managing MIS reports and spreadsheets, V-Lookup, H-Lookup.

**Accountant****ICA International Pvt. Ltd. New Delhi-INDIA****April-2012 – February 2016*** Reconciled purchase orders, invoices, and payment received.
* Managed petty cash transactions on a daily basis.
* Deposited cash and check in bank and made entries in the computer system.
* Handled office inventories and made check payment to vendors.
* Distributed a copy of budget to each department head.
* Researched and developed resolutions for complex tax issues.

**Account Assistant****Lee Parke Marketing Pvt. Ltd. New Delhi-INDIA****July-2010 – December-2011*** Day to day Accounting ,Input on a daily basis, invoice & pay request.
* Maintenance of vender master.
* Prepared expenses vouchers.
* Prepared invoice and Ledger reconciliation.
* Bank reconciliation, prepaid cheque.
* Making bill of material.

**Account Assistant** **ICA International Pvt. Ltd. Haryana-INDIA****July-2008- January-2010*** Input on a daily basis, invoice & purchase.
* Ensure proper coding for each invoice inputted on a daily basis.
* Review invoice for accuracy and match with correct purchase order.
* Batch invoice alphabetically according to category, Labor, Materials, Freight.
* Review statement and verify paid and unpaid invoices and resolve the issue with the vendor.
* Making of barcode.
* Knowledge of H.R. Prepared Salary.

 **EDUCATION & IT SKILLS*** BBA Graduate (Finance) From (IIMT)
* Intermediate (12th) From (NIOS) with Degree.
* High School (10th) From (NIOS) with Degree.
* Certification in Diploma in computer & System Management from the IT COMPUTER CENTRE.
* First Aid Training Certificate.
* Knowledge well operating attendance machine.
* Knowledge some SAP Software.
* Expert in Bookkeeping.

 **PERSONAL DETAILS**Date of Birth : 11th November,1989Nationality : IndianMarital Status : SingleLanguages Known : English, HindiPassport No : P-7269595Passport Details : Issue at New Delhi, India, Valid up to 06/12/2026  |