**KULDEEP VERMA**

**Contact No: - +91-9899971497,9818531440**

E-mail: - [kuldeepverma19t89@gmail.com](mailto:kuldeepverma19t89@gmail.com)

|  |
| --- |
| **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,1989  Nationality : Indian  Marital Status : Single  Languages Known : English, Hindi  Passport No : P-7269595  Passport Details : Issue at New Delhi, India, Valid up to 06/12/2026 |