

CURRICULUM -VITAE



Uday Narain

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OBJECTIVE

An Accounts Professional having above 06 years experience in Manufacturing, Associates Firm & Contractors . I am seeking an opportunity to secure a challenging position where I can effectively contribute my skills and abilities which would offer me professional growth while being resourceful, innovative, creative and flexible.

WORK EXPERIENCE

V.D Sharma & Associates (A Unit of V.D Sharma & Co. (Group))	As an Accounts Executive at their Head Office in Delhi, CA Firm all work private ltd. Company & individual service tax,Income tax, Sale tax, tds etc.
Accounts Executive (Finance & Accounts)	June 2013 to February 2015.

Job Profile: -

- Update Branch Reconciliation/Inter-companies reconciliation day to day on routine basis.
- Update entries of Sales, payment, receipt, contra, purchase, journal, Credit/Debit Note in tally on daily basis.
- *Compilation of Balance Sheet with auditors of company.*
- *Finalization of Accounts (Trial Balance, Balance Sheet, Profit & Loss Account and Annexure Related to Tax Audit)*
- Check Day-to-Day transactions in Bank and make online bank transfers to suppliers & Govt. authority.
- Deposit Taxes on timely and Make monthly working of calculation & Return of VAT, Service Tax & TDS Visit in Department, service tax registration, digital signature.
- *Taxation (Sales Tax, Income Tax) matters, including the sales tax assessments.*

**Mittal Traders & Interiors
Pvt. Ltd.**

As an Accounts Executive at their Head Office in Delhi, the. They are the Manufacturers of Doormats, Rugs, Place mats, Coasters, Trivets, Manufacturing base (plant) is at Kundali, Sonapat.

Accounts Executive

March 2015 to February 2018.

(Finance & Accounts)

Job Responsibilities

- *Bank/Parties/companies reconciliation.*
- *Day-to-Day transactions and making daily bank status..*
- *Finalization of Accounts (Trial Balance, Balance Sheet, Profit & Loss Account and Annexure Related to Tax Audit)*
- *Handle taxation matters like Sale Tax & Tds.*
- *Maintaining accounts book (ledger, cash – book, day - book etc.) manually and computerized (Busy & Tally) also.*
- *Maintaining salary and wages Records.*
- *Taxation GST, Income Tax*
- *Co-ordination with warehouses & Stores regarding Sales & Supply & receive of goods.*

NE IMPEX PVT. LTD.	As an Accounts Executive at their Head Office in Delhi . They are the trading of wood pulp & other products , Like paper pulp etc.
Senior Accounts Executive (Finance & Accounts)	March 2018 to Till Date .

Job Responsibilities

- *Bank/Parties/Inter-companies reconciliation.*
- *Day-to-Day transactions and making daily bank status.*
- *Finalization of Accounts (Trial Balance, Balance Sheet, Profit & Loss Account and Annexure Related to Tax Audit)*
- *Handle taxation matters like GST,Tds etc.*
- *Maintaining accounts book (ledger, cash – book, day - book etc.) manually and computerized (,Tally erp 9) also.*

EDUCATION

Graduated B.com (prog.) from Delhi University.

One Year Accountant management Course from PIMT Knowledge, Delhi

Software Proficiency

Operating System	MS DOS, Win 98/2000/XP/2007, Tally 7.2 ,9 ERP, Busy16.
Web Technologies	HTML
Other Utilities	MS Office, MS Word, MS Excel.

Personal Skills

- Good analyzer.
- Comprehensive problem solving abilities.
- Ability to deal with people diplomatically.
- Willingness to learn any kind of technologies and can go to great extend to achieve it.
- Team facilitator.
- Hard worker.

PERSONAL DETAILS

Age : 07/08/1989

Sex : Male

Marital Status : Married

Languages Known : English, Hindi

Address : H.NO-23/190, Haider Pur, Delhi-110088

Hobbies : Reading Books, Playing Chess & Newspapers.

I , Uday Narain declare, that the above Information is true to the Best of My Knowledge.

Yours truly
Uday Narain

Place:

Date: