RESUME

NARENDRA KUMAR

Vill.-Kishanpur Bhogan

**Post-Haldaur Distt.- Bijnor**

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CAREER OBJECTIVE

CareerinAccounts,whichofferschallengingopportunities.Iexpectapositiontoprovidea success career in accounting in a growing and professional organization and believe that I can make positive contribution rather quickly because my education, work experience ,positive attitude.

### WORK EXPERIENCE (6 Years 11 months)

**M/S KUNSTOCOM INDIA LIMITED (C-47 PHASE-2, NOIDA).**

**(From July 2012 – Till June 2019 )**

Established in 1979, part of AKC Group of companies founded in 1973,Core Competency include Design & Development of Mould, Manufacturing of Plastic Components for Automotive, Electronics and Consumer Durables and Assemblies& Home Appliance product.

**M/S Complete Surveying Technology Pvt. Ltd (August 2019 to Till)**

**Working as An Accounts Excutive the Responsibilities included ·**

#### JOB PROFILES

* Voucher Entry ,Purchases, Journal Entry & Payment .
* Bank Reconciliation & Party Account Reconciliation.
* Voucher Entry in Tally Erp
* Maintaining Accounts Payable .
* Preparation of Debit Note & Credit Note.
* Ensure Tax Compliance TDS/TCS monthly calculation
* Timely disbursement of Imprest /Advance Accounts.
* Internal Audit of Accounts & Records at the time of Annual Return
* Presently Work inTally Accounting Software.
* Knowledge of GST & Sale Tax/ Excise

**EDUCATIONAL QUALIFICATION**

* **M.Com. Passed** from M.J.P.R.U. Bareilly in2013**.**
* **B.Com. Passed**fromM.J.P.R.U. Bareilly in2006**.**
* **Intermediate** Passed from U.P. Board in 2003.
* **High School** Passed from U.P. Board in 2001.

### PROFESSIONAL QUALIFICATION

* **INDUSTRIAL COMPUTER ACCOUNTANT (I.C.A) from Bijnore Center in 2008.**

**Computer Knowledge:**

* **Working with Tally.**
* **Busy.**
* **Finsys – (ERP Oracle)**
* **Application :**

MS-Office (Word, Excel, Power Point)

* **Internet**

### PERSONAL DETAILS

# Father’s Name Mr. Harpal Singh

Date of Birth 10thMarch 1985

Languages known Hindi & English

Marital Status Married

Current Salary 26,600/- P.M (CTC)

Expected Salary Negotiable

Time Period (Negotiable)

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(NARENDRA KUMAR)**