

PAWAN KUMAR DUBEY

H-534, MANGOLPURI, DELHI-110083

Mob No. 9716103870

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OBJECTIVE

To achieve highest standard in the profession thought along with hard work sincerity and determination to provide best services to organization.

PROFESSIONAL EXPERIENCE

1. Jimbh International Pvt. Ltd . Plot No.02 Khasra No. 702 Main Rithala Road Sahabad Daulatpur Delhi-110042

As a accountant 23th march 2017 Till today.
Computer Accounts and Banking Activities.
Import Export Activities.

2. SHREE RAM ENTERPRISES PVT. LTD Plot No.02 Khasra No.703 Ritala Road Vill- Shabad Daulatpur Delhi 110042

As an accountant 24th May 2014to till 22 march 2017.
Computer Accounts and Banking Activities.
Import Export Activities.

3. NEEL KANTH METALS 4513 Basti harphool Singh sadar bazaar delhi-110006

As a accountant 8th march 2011to 21st May 2014.
Computer Accounts and Banking Activities.
Import Export Activities.

JOB – PROFILE :

- **Maintains Basic Accounting** - maintain computerized Books of Accounts, Cash Book, bank Book, sales Register, Purchase Register, Journal Book, Ledger & auditing in year ending Finalization of Balance Sheet.
- **Knowledge of tax -** - I have knowledge of tax Vat, CST, TDS, on commission, interest and Service Tax and Forms Issued online.
- **Knowledge of Consignment** - I have good knowledge of consignment sales and purchase.

- **Banking Activities** – To handle the completed Banking Activities, to issue the Cheques to Party, Deposit the Cheques into Bank, to make Bank Reconciliation Statement Monthly and yearly.
- **Knowledge of return** - To Handle Service Tax work up to filling of Sale tax, service Tax, Excise and pollution returns, GST Return, (GSTR 1, GSTR 2, And GSTR 3 or 3B, GSTR- 9 and Preparation of all kind of Vouchers Sales invoice Purchase invoice account payable export (commercial invoice , packing list .
- **Knowledge of Import & Export:-** I Have good knowledge in export and import document and making sales invoice (Commercial invoice & Packing List)

4. **Patni Computer LTD.** At NSEZ Campus Greater Noida, (U.P.)

Associate in health insurance Accounts 4th Nov 2009 to 10th Nov 2011.

JOB – PROFILE :

- **Production Operation** – Updated member’s Accounts according to C.M.S. guide lines in USA Software.
Member enrolment and disenrolment and billing amounts billing types of Payment and member eligibility and quality check in other team member production and reporting Team leader and training provide team member.

TECHNICAL QUALIFICATION

- One year certificate in Advance Diploma in computer Application. Basic knowledge of Electronic.

COMPUTER SKILLS AND PACKGE KNOWLEDGE

- Fundamental, MS Word, MS Excel, MS Access, Power Point, Internet and (Tally-7.2 and 9.0 , ERP-9 GST and Busy 3.6 & 3.9.12.0 GST and Easy sol).

EDUCATIONAL QUALIFICATION

- B.Com Passed From Dr Ram Manohar Lohia Avadh University Faizabad in 2006 to 2009.

- 12th Passed from U.P. Board Allahabad.
- 10th Passed from U.P. Board Allahabad.

PERSONAL INFORMATION

- Date of Birth : 18th December 1987
- Gender : Male
- Father's Name : Sh. Hari Ram dubey
- Marital status : Married with two kid
- Nationality : Indian
- Religion : Hindu
- Language Known : Hindi & English

SALARY DETAILS

- Salary Drawn - 27,000/-Month
- Expected Salary -

Declaration

- I hereby declare that the information furnished above by me, is true to the best of my knowledge.

DATE: _____

PLACE: _____

(PAWAN KUMAR DUBEY)