**CURRICULUM VITAE**

**Vinod Kumar**

Father’s Name : Sh. Ram Singh

D.O.B. : 12 December 1988

Permanent Address : Village- Sunehar P.O. & Teh. Jawali Distt. Kangra (H.P.)

Correspondence Address : # 598/3, Phase-1 Mohali, Distt. S.A.S.Nagar, Punjab

Email : [v.saini.saini7@gmail.com](mailto:v.saini.saini7@gmail.com)

Nationality : Indian

Language Known : Hindi, Punjabi & English

Sex : Male

Marital Status : Married

Mobile No. : 062395-03469 / 085913-42858

### Career Objective

To work for a company where I can enhance my skills and to adopt a disciplinary approach to attain perfection and produce quality output for the company.

### Qualification

* MBA (Finance) from Punjab Technical Univeristy
* BBA Graduate from Punjab Technical University
* 10+2 from Govt. School, Jawali, Distt. Kangra.
* Matriculation from Govt. School, Jawali, Distt. Kangra.

**Certification**

**.** Accounting & Taxation From City Commerce Academy Chandigarh.

**WORK EXPERIENCE: A Post Graduate with overall 5 year of experience in Accounts.**

**1)** Present Working with **M/s ATOP FASTENERS PVT LTD** as an Accounts Executive from Aug 2016 to till.

**2)** Raj Vehicle Mohali (Mahindra Agency) May 2015 to Sep. 2016.

### Job Profile:

Key responsibilities are Accounts/ Personal Administration in Prepare and maintain

* Preparation of Debtor’s and Creditor’s statement on weekly basis with Reconciliation.
* Bank Account Books and Reconciliations, Cash (Petty) Account Books.
* Book keeping and updating records on daily basis and weekly basis including ledgers & preparing Vouchers Cash, Bank, Tds, Tcs, Journal Etc.
* Prepare monthly statement of Bills Payable and other operation expenses.
* Basis Knowledge of GST (Goods and Service Tax).
* Sales Invoicing, Checking of Day Book, General [accounting](http://www.olx.in/q/accounting/c-254) till finalization of Profit and Loss
* Prepare Fund Flow Statement, Maintaining inward and outward materials
* Internal Auditing of Companies

Key Strength

Honest, well mannered, cultured, flexibility to Adjust in all conditions.

Hobbies

* Interest in Accounts section
* Singing, Listening to music & dancing
* With Adventures Tour

Vinod Saini