

## Curriculum Vitae

VIJAY KUMAR. N

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### Carrier Objective:

To take up a challenging in Accounts, Administration and finance within an organization with growth potential to both, the company and to self, also to utilize my talents & abilities for the benefits of the organization.

### Professional Synopsis:

- A B.Com graduate having 10 year of experience in the field of finance and accounts.

### Professional Experience:

1. DPR And Co. - From August-2010 to November 2014 as **Audit Assistant**.
2. Travel manager Holidays India Pvt Ltd - From November 2014 to October 2020 as **Account Manager**.

### Roles and Responsibilities:

- Preparation of Final Accounts, Bank Reconciliation Statements, Preparation of Business Units summary Reports, Reconciliation of sundry debtors/ and Creditors, Sales and Purchases.
- Accounting, Auditing of Companies, Firms & Individuals accounts.
- Assessing the sales tax liability and Income tax liability and filing the returns.
- Monthly statutory preparation like, TDS Contactors, TDS Professional, TDS Rent Income Tax, Profession Tax etc.
- Filing of Monthly/Half yearly/Annual returns of, Labour Dept., Inspector of Factories and & Professional Tax.
- Exposure of Gst, Income tax, TDS.

**Academic Qualifications:**

Bachelor of Commerce (B. Com) - Mysore University  
PUC- Commerce- PU board Karnataka  
SSLC-SSLC board Karnataka

**Computer Skills:**

- MS word, MS Excel, Ms- Power point and outlook.
- Tally 7.2, Tally 9, & Ex-generations.
- Operating Software Windows professional, Windows 98.

**Awards and Achievement:**

- Had been candidate of National Service Scheme.
- Recipient of various games Award in during college days.

**Strengths:**

- Good analytical and accounting skills.
- Quick learner and proactive.
- Commitment towards completion of work within the time frame given.

**Personal Details:**

Date of Birth : 31.10.1987  
Father Name : Narasegowda  
Marital Status : Married  
Languages Known : English & Kannada

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

Place: Bangalore

Vijay Kumar. N  
(Signature attested)