



CUURICULUM VITAE

UMESH KUMAR

Village- Chaura Sadatpur, Sector-22, Noida, U. P. 201301

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OBJECTIVE: -

To work with an organization that offers responsible, challenging and creative work profile in addition to conducive work culture and continuous learning environment where my knowledge and professional expertise.

ACCOUNTING SKILLS:-

- ❖ Have Knowledge of Accounting in ERP Software.
- ❖ Overseas Remittance of Overseas Agents Payments.
- ❖ Have Knowledge of GST according commodity and services.
- ❖ Taxation Assistant.
- ❖ Reconciliation of Vendors Account.
- ❖ Collection and Realization of payment.
- ❖ Knowledge of accounting concepts.
- ❖ Good interpersonal and communication skills.
- ❖ Responsible for complex interaction with clients.
- ❖ Ability to work under pressure.
- ❖ Ready to handle complexity and ambiguity.
- ❖ Making Payment of Vendor and customer
- ❖ Maintain good record of all bills and invoices which is understood by others.

WORK EXPERIENCE:-

- ❖ 4 years & 8 months, Worked experience as an **Account Executive** in **Sunshine Group Pvt. Ltd., Noida.**
- ❖ Currently working with GIR Logistics Pvt. Ltd. as a Accountant.

RESPONSIBILITIES:-

- ❖ Generated GST invoices.
- ❖ Manage cash.
- ❖ Making payment of Vendor.
- ❖ Remittance overseas.
- ❖ GST Knowledge.
- ❖ Excel Knowledge.
- ❖ Daily accountancy.
- ❖ Journal Entries with ERP TMS, Sales, Purchase, Expense, Assets, Liabilities.
- ❖ TDS Deduction on Vendor Tax inv.
- ❖ Outstanding Follow up with Client.

ACADEMIC QUALIFICATION:-

- ❖ **B.B.A.** passed with IInd division in 2012 from C.C.S. University.
- ❖ **12th** passed with IInd division in 2009 from UP Board.
- ❖ **10th** passed with IInd division in 2007 from UP Board.

TECHNICAL QUALIFICATION:-

- ❖ One Year E-Accountancy diploma.
- ❖ Operating System- Windows-XP, Windows-Vista, Windows 7/8/10.
- ❖ M S office 2003, 2007 and 2010.
- ❖ TALLY ERP 9.0, Excel 2007, 2010, 2013, 2016
- ❖ WEBTEL for TAXTATION Software.

PERSONAL DETAILS:-

Father's Name	:	<i>Shri. Nandu</i>
Languages known	:	English & Hindi
Date of Birth	:	20 Aug. 1989
Marital Status	:	Married
Nationality	:	Indian
Strength	:	Positive attitude & believe in smart work with hard work

DECLARATION:-

I hereby declare that whatever information furnished above is true & correct to the best of my knowledge and belief.

Date:

Place: Noida

(UMESH KUMAR)