

AMIT KUMAR

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(1101/27 KUBER ENCLAVE GALI NO 3 BAHADURGARH (JHAJJAR) HR-124507)



Junior Accountant:- equipped with extensive experience in accountancy. Multi-tasking strengths. Demonstrated ability to improve office operations. My goal is to contribute to the overall efficient operation of the department and help the company is fully aware of its financial condition. This way I can make the right decisions and accomplish long term success.

Experience

From 07/2017

JUNIOR ACCOUNTANT

Lanza apparels private limited, Dwarka sec-10

- Maintain sale reports & purchase Invoice
- Prepare data for gst return .
- Preparing financial reports
- Audit store reports.
- Make Payroll
- EPFO & ESI related work
- Income tax return.
- Managing store basic needs etc.

06-2016 to 07-2017

JUNIOR ACCOUNTANT

Har & associates, Janakpuri

- Maintain sale & purchase invoice.
- Compile data for Gst return.
- Reconciliation data from 2A.
- Maintain client data in tally erp9.
- Make a final data for balance sheet
- File income tax return (individual)

Skills

- Gst returns
- Tally Erp9
- TDS
- Microsoft office(ms excel, ms office, power point)
- EPFO & ESI
- Income tax return (individual)

Highlights

- 3 years experience in Accountancy
- Results-oriented
- Revenue generation
- High accuracy level
- Business development

Objectives

- Became a senior Accountant
- Build my carrier to the highest point
- Enthusiastic for learn new skills
- Always be a good person

Education

Bachelor of commerce with (56%)

Govt.college bahadurgarh

Master of commerce:

Persuing From Ignou university

Hobbies

- **Playing Esports Game -** great way to unwind, destress, and keep the mind sharp.
- **Playing cricket:-** to fit your body, destress your mind