

CURRICULUM VITAE

C-312 Sector 22, Noida.
Contact no- 9717130864

Devendra

devendverma@gmail.com

Professional Summary

Enterprising Corporate Accountant proficient in generally accepted accounting principles including use of the latest industry standard software. Extensive experience with corporate payroll corporate tax preparation and detailed budget planning. In-depth knowledge of data analysis and reporting.

Core Qualifications

- Proficient in MS Excel Word, PowerPoint, ERP.
- Management and supervisory experience
- Strong analytical and technical skills
- Ability to work well in groups and individually
- Strong work ethic
- Self-motivated
- Advance Excel

Experience

Executive Accountant

Indian Dream Creations (2017-2018)

Roles and Responsibilities:

- Prepared accurate general ledger and reporting packages in a timely manner.
- Routinely reconciled accounts records reports ledgers and journals.
- Prepared monthly and annual financial statements and analysis reports.
- Responded to management inquiries.

- Assisted with internal and external audits.
- Make all the Invoice in TALLY ERP 9 .
- Responsible to process all the Invoices GRN on monthly basis and share the procurement data with Finance team.
- Handling petty cash of daily expenses.

JKN Industries Private Limited (2018- Till date)

Executive Accountant

Roles and Responsibilities:

- Prepared financial reporting data and ratios as per management's requests.
- Researching potential vendors
- Comparing and evaluating offers from suppliers
- Negotiating contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Assisted with internal and external audits.
- Prepared reviewed and posted weekly monthly and quarterly accounting entries.
- Prepared monthly and quarterly financial statements.
- Handled client billing.
- Prepared and tracked invoices.
- Check all Sundry Debtors and Sundry Creditors in weekly .
- Maintain all the Orders and ship it to time to time.
- Handle all the Buyers, direct connect with them.
- Make the salary report & distribute it too
- Stock update in Weekly.
- Daily entry update sale and purchase invoice in TALLY ERP.
- Update Bank statement Monthly in TALLY ERP9
- Check Production
- Dispatch material time to time all vendor .

- **Check Quality our finished goods**
- **Processing a high volume of invoices daily.**
- **Verifying invoice cost against purchase order cost before issuing any vendor payments.**
- **Handling all telephone inquiries relating to accounts payable issues.**
- **Providing Debit Notes against shortage of Goods to vendors when required.**
- **Handling petty cash of daily expenses.**

- **Reports management (Daily/monthly/quarterly) for all the profile related tasks.**
- **Checking all invoices for proper documentation.**
- **Ensuring that the pricing, quantity and terms on any Purchase Orders is the same as what is on an invoice**

EDUCATIONAL CREDENTIALS

- **Bachelors in Commerce from IASE University (2013).**
- **1 Year Diploma in Accounts from F-tech**
- **12th passed from C.B.S.E. Board, New Delhi**
- **10th passed from C.B.S.E. Board, New Delhi**

KEY SKILLS AND COMPETENCIES

- **Ability to prioritize and multi-task in a fast-paced environment.**
- **Proven track record of issue resolution.**
- **Strong analytical, math, and problem-solving skills.**
- **High levels of attention to detail.**
- **Competent at resolving invoice disputes.**
- **Handling sensitive information and data.**
- **Demonstrating professional behavior at every opportunity**

PERSONAL INFORMATION

- **Father Name Ashok Kumar Verma**
- **Date Of Birth 28th July 1992**
- **Gender Male**
- **Nationality Indian**
- **Languages Hindi & English**
- **Marital Status Married**

PERSONAL TRAITS:

- I am hardworking, honest and sincere and give my best to each task till its completion

INTEREST AND ACTIVITIES

- Chatting on Internet, listening to Soft Music and Playing Cricket.

DECLARATION:

- I declare the information furnished above is true and correct to the best of my knowledge and belief.

Place : Noida.

(Devendra)

Date :