**SUNIL KUMAR**

Contact: +91-9210642003 **|** Email: [sunil011993@gmail.com](mailto:sunil011993@gmail.com) **|** Location:New Delhi-110059

**ACCOUNTING PROFESSIONAL**

***+9 years*** *of experience in documenting financial transactions by entering account information. Skilled in identifying financial discrepancies by using Tally ERP 9. Ability to work on E Filling Return , Online Tax Payment and more.*

*Goal-oriented professional, expertise in recommending financial actions by analyzing accounting options.*

*Proficient in guiding accounting clerical staff by coordinating activities and answering questions.*

**◼WORK EXPERIENCE**

**Accountant Assistant | Aug 2016 - Present**

**Gaudium IVF and Gynae Solutions.**, Delhi

**Accountant Assistant | Apr 2011 – Aug 2016**

**Ravi S. Gupta – Tax Const.**, Delhi

**Co-coordinator | Apr 2010 - Mar 2011**

**Stri Shakti - NGO**, Delhi

*Responsibilities:*

* Responsible for maintaining cash book on daily basis, purchases through manual and systematically
* Maintain staff and other creditors advances, due through manually and systematically
* Develop and calculate TDS, advance tax before due date
* Maintains financial security by following internal controls.
* Prepare payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.

**◼ACADEMIC CREDENTIALS**

2018 **Advance Tally Course** from Global Net Education - Delhi

2015 **B. Com.** from Delhi University

2012 Basic Computers from NIIT – Delhi

2010 12th from NIOS

2008 10th from CBSE Board

**◼COMPUTER SKILLS**

* Books of Accounts in Tally ERP 9
* E Filling Return – Income Tax, TDS, GST, and more
* Online Tax Payment – Income Tax, TDS on Property 26QB , TDS on Rent of Property 26QC & Luxury Tax.
* PF, ESI Calculation and Online Payment

**◼ PERSONAL DETAILS**

Date of Birth: 1st January 1993

Language Known: English and Hindi

Address: House No -58-A, Sai Enclave, G-III, Mohan Garden, Uttam Nagar, New Delhi-110059

Marital Status: Married

*~References & other documents will be available upon request~*