**CURRICULUM- VITAE**

**MOHIT PANDEY**

**H No- D-67, D-Block Pardhan Enclave**

**Burari New Delhi-110084**

**Cont. No:-+91 9868715859**

**Email Id:-mohit3pandey@gmail.com**

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| **Career Objective:** |

To get a challenging environment that utilizes my skills in Financial Reporting, Accounting, Taxation, Auditing, Statutory Compliances, Bank lessening etc. for the benefit and growth of the organization.

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| **Professional Summary:** |

* 5 Year work experience involving Purchase & Sales Accounting, Purchase & Sales Reconciliation, Debtors & Creditors Reconciliation, Bank reconciliation, Maintain of general ledger.
* Good Working knowledge of MS Office & Tally (ERP.9), Busy,SAP Accounting Software.
* Having Knowledge of GSTR1.

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| **Working Experience:** |

**CURRENTLY WORKING AS ACCOUNTANT AT:-**

* **Sargam India Electronics Pvt ltd**

**(WORKING PERIODS: - Aug -2015 TO TILL NOW).**

**Role & Responsibility:-**

* Responsible for bill checking, invoice entry, accounts payable
* Handling Vendor Reconciliation.
* Tracking and resolving outstanding payment issues
* Seller payment and aging report maintain
* Bank Reconciliation Statements, Sales Quotation, Sale, Purchase, Sale Return, Purchase Return, Delivery Note etc.
* Inventory Related Work & Monthly follow up stock Audit.
* Resolves client discrepancies and short payments.
* Handling office petty cash for daily Transaction.
* Responsible for expenditure and collection transactions.
* Identify bad debt or financial exposure
* Managing Sundry Creditors and Debtors account ledger ( Receivable & Payable )
* Reconciliation of Daily Sales Report & Debit Note and Credit Note.
* Responsible for day to day Account, Cash and Bank, Funds position, Payment, Cheque tracker, Generation of Invoice after looking at party Outstanding.
* Track of all pending collection & Discussed with senior
* Monitoring Collection accounting & Payment history
* Handle the walk-in costumer related query and mail related query to concerned officials
* Doing TAX related work like – Goods & Services Tax (GST) , TDS & E Way Bill Generate Payment follow up for payment from debtors and making online payment to creditors like NEFT & RTGS Form corporate net banking

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| **Past Experience:** |

**WORKED AS ACCOUNTANT AT:-**

* **Mandhana & Company (Chartered Accountant).**

**(WORKING PERIODS: - Dec-2013 TO July-2015)**

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| **Role & Responsibility:-** |

* Maintaining of Purchase and Sales (Debit note & credit note), Debtor’s & Creditor’s Reco Book and other documentation in respect of concern’s profiles.
* Auditing work of client concerns as per requirement of our management.
* Online Filing Individual Return
* 2A or 2B, upload “C” Form,“H” Form, and All form Upload Side.
* Fulfill the requirements of the employer. Checking Ledger account**.**
* Checking of Debtor & Creditor Reconciliation.
* Maintain day-to-day accounts, Bank reconciliation.
* Handling & Maintenance of Petty Cash Book.
* Preparation of Salary, Wages all type of voucher.
* Scrutinizing all Vendors Bills & ensuring Timely Payments.
* Checking the Various books & Ledgers.
* Review & Payment of Vendors Checking vendor's invoices.
* Monthly/Quarterly Tax Deposit like DVAT, Service Tax and TDS.
* Give Balance confirmation to customer and solve balance related quires
* Customer master data maintain in system
* Seller payment and aging report maintain
* Responsibilities of all customer invoice & collection
* Track and manage accounting records
* Preparing of cheques and entry into accounting systems
* Payment follow from sundry debtors party which is over from due date

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| **Technical Skills:-** |

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| * **Packages** | * **MS Office – Excel Word, PowerPoint And Outlook** |
| * **Operating Systems** | * **Microsoft Windows XP,2007 and Vista** |
| * **Accounting Package** | * **Tally ERP,9.0,7.2,Busy 3.6,3.9,12.0,SAP-Fico/ERP** |

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| **Academic qualification:-** |

* Pursuing M.Com from Ignou University
* Graduation from Delhi University
* Passed 10+2th from C.B.S.E,
* Passed 10th from C.B.S.E,

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| **Personal Details:-** |

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| Father’s name | Mr. Ramesh Pandey |
| Date of birth | 26 April 1993 |
| Marital status | Unmarried. |
| Languages | Hindi and English |

**Signature:**