

Dheeraj Thakur

Contact No: 91+8851759726

Email : thakurdheeraj049@gmail.com

Location : Hazaribagh, Jharkhand

Career Objective:

I am looking forward to use my knowledge, skills and work experience to the best of my abilities and add value to the organizations so that I am able to fulfill the objectives set by the company and help in the growth of the organization as well as grow in my career.

Professional Summary:

I am a B.com graduate with more than 7 years plus of professional work experience into Accounts and Finance department having good knowledge, expertise and experience into handling accounting software, Maintaining basic accounts, Preparation of Bank Reconciliation, Preparation of Aging & MIS report in SAP, GSTR 3B & Income Tax Return Filing etc. I am also proficient in Handling Accounting Software SAP, (MM and FI Module) & Tally ERP 9

Work experience:

Thriveni Sainik Mining Pvt. Ltd. (TSMPL) as Senior Accounts Officer (June 2018 – till date)

Client: NTPC Ltd. (MDO), Pakri Barwadih Coal Mines Project, Hazaribagh, Jharkhand

Received special - Appreciation Letter from Top Management - for savings of Rs. 15 lacs, on a retrospective basis, by holding direct Negotiations with the Vendors.

My Job Roles and responsibilities are as follows.

ACCOUNTS:

- Trained in Handling Accounting Software(SAP & Tally ERP 9)
- Well Versed in Maintaining Basic Accounts
- Preparation of Bank Reconciliation
- Preparation of Ageing & MIS report in SAP
- Vendor Ledger Reconciliation
- Bookkeeping & Maintenance of Bill Receivable & Payable

TAXATION:

- Direct Tax : Preparaion and filing of income tax return
- Indirect Tax: GST Registration & filing

SERVICE CONTRACTS:

- Preparation Monthly Bills of Explosive & Drilling Machine etc.
- Processing Monthly Bills of Project/Road Project (Excavator, Grade, JCB)
- Preparation Monthly Bills Manpower Contract
- Preparation of MIS Report on Monthly Basis
- Record Maintenance of Heavy Equipment's (HEMM) Running in Mines Area
- Site Visit for verification of Rental Equipment's (Like Grader, Excavator, Dozer,)
- Preparation & Maintenance of Work Orders, Manpower Contracts, LMV/HMV&, etc.

Nipun Projects & Fin.Pvt.Ltd New Delhi (NBFC) as Accounts Executive (Nov 17- April 18)

My Job Roles and responsibilities are as follows

- Handling Accounting Software like Tally ERP 9.2, and Busy
- Sales & Purchases, Cash & Bank Balance
- Well Versed in Maintaining Basic Accounts
- Journal, Ledger, Final Accounts, BRS
- Yearly Annual return & Balance Sheet Filing

Pramod K Aggarwal & Co (CA Firm) as assistant Company Secty (Oct-15 to Nov-17)

My Job Roles and responsibilities are as follows

Accounts

- Trained in Handling Accounting Software like Tally ERP 9.2, and Busy
- Sales & Purchases, Cash & Bank Balance
- Download TDS Certificate Form-16A
- Online Tax Challan Save
- Well Versed in Maintaining Basic Accounts
- GST Registration

Nihar Mohanty & Associates New Delhi as Assistant Company Secty (Nov-14 to Oct-15)

My Job Roles and responsibilities are as follows

STATUTORY ROC COMPLIANCES

- Handling various ROC Compliance related work
- Company Incorporation
- Preparation documents for appointment & resignation -(Director, Auditors in a Private Limited and Public Company)
- (Forms No DIR-12 & DIR-11 Company Act, 2013)
- Inspection for all the companies (Ministry Corporate Affairs)
- Preparation of Notice & Minutes for (AGM, EGM & Board Meeting)
- Filing forms for allotment of shares (Form No SH-7 & Form No PAS-3)
- Preparation documents for registered office Address change Form No INC-22
- Preparation and **Filing of Annual Accounts.**

Education Qualification:

- Passed 'Class 10th' from the Bihar School Examination Board
- Passed 'Class 12th' from National Institute of Open Schooling (NIOS), Delhi
- Passed B.Com from Indira Gandhi National Open University (IGNOU), Delhi.

Additional skills

- Well versed with Accounting Software(SAP & Tally ERP 9)
- Proficient in MS Office (Excel & Word) & Google products
- Basic Knowledge of MS Access
- Internet Application

Strengths:

- Focused
- Adaptable to Changes.
- Quick learner.
- Team player
- Committed
- Time management

Personnel Details

Name: Dheeraj Thakur
Date of Birth: 10th January, 1989
Nationality: Indian
Language known: English, Hindi
Permanent Address: RZF-769/9, Flat No-301, 3rd Floor, Raj Nagar, Part-II, Palam Colony
New Delhi-110077

Declaration:

I hereby declare that all the above information furnished by me is true and correct to the best of my knowledge.

Date: 31.07.2021
Place: Jharkhand

Dheeraj Thakur