CURRICULUM VITAE

COVERING LETTER

Dear Sir/Madam,

Keeping in view the reputation of your esteemed organization in terms of grooming Youngster, healthy work culture, bright future prospects and motivating financial rewards, am motivated to apply for the above mentioned post.

Looking forward to have an opportunity of meeting you in person for more detailed discussion.

With Regards

Yours Sincerely

**Anand Kumar**

**Mob. No.: 9899567944**

Encl.: Copy of CV

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| Career Objectives |

* To deliver above expectations.
* To contribute towards the achievement of practice and organizational objectives.
* Proven ability in professional judgment dealing with the disclosure of information in financial reporting.
* Highly skilled in researching issues and finding solution and best alternatives to tax issues.
* To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.
* Easy going nature and able to coordinate with all departments.

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| Academic/ Professional Qualifications |

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| S. No. | Degree | Institution | Year of Passing |
| 1. | **MBA – (Finance)**  | **AKTU** | **2019** |
| 2. | B. Com (P) | DELHI UNIVERSITY | 2008 |
| 3. | 12th | C.B.S.E. | 2005 |
| 4. | 10th | C.B.S.E. | 2003 |

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| Work Experience |

* **M/s. Gebr Pfeiffer India Pvt. Ltd. ( German MNC) as Officer – Accounts & Finance (Presently Working - Since April, 2015)**
* **M/s. Mega Soft Solutions India Pvt. Ltd. As a Sr. Accountant (January, 2010 – March, 2015)**
* M/s. Diamond Lace & Fabrics (Export House) as an Accounts Executive (July, 2008 –November, 2009)
* M/s. R.M. Consultants as Accounts Trainee (April, 2007 to July, 2008)

Handled accounting for following M/s. Digital Instrument, M/s. Index Communication Inc and

M/s A & A Contractor on behalf of M/s. R.M. Consultants.

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| Key Responsibilities |

**Accounting**

* Handling day-to-day accounts with Stock & Inventory.
* Handling of all kind of voucher entries – Sales, Purchase, Journal,
* Payment, Receipts, Contra & stock entries.
* Preparation of Bank Reconciliation Statement & Party Reconciliation.
* Preparation and maintenance of accounts up to finalization.
* Preparation of draft Balance Sheet, P & L A/c. before finalization.

**Taxation**

* Preparation and filling of Tax Audit and Income Tax Filing Return.
* Preparation and filling of T.D.S. Return
* GST Returns & all Compliance.

**Accounts Payable**

* Employee – Reimbursement
* Book all the vendors bill in books as per work order.
* Adjusted Advance, PBG, and Retention As per work order.
* Preparation of detail - Outstanding bills to pay.
* Making payment of dues bills through – cheque, NEFT / RTGS & mail Indemnity
* Maintain of commercial forms related to vendors – C, EI/ EII & H form

**Budgeting**

* Prepare all types of Budget Reports
* Periodically Budgeting - Quarterly, Half Yearly & Annually
* Fixed Assets Budget, General Budget & others organization budget as required
* Fund management

**Banking**

* Handling all the payments related to Vendors as per Work Order – Supply, Supervision, ABG, PBG, Retention & LD through Cheque, Fax/Email indemnity & NEFT/RTGS
* Handling all the payments related to Administration, Insurance renewal, AMC & others as per work order – Cheque, Fax/Email indemnity & NEFT/RTGS
* Handling all the receipts against supply & supervision bills according to bill after necessary deduction.
* Handling Forex payment & receipt from Germany (Head Office) with work order
* Bank Reconciliation – of all the banks
* Preparation - Debit / Credit Note

**GST**

* GST Registration / Migration.
* GST 3B
* GSTR - 1
* GSTR - 2
* GSTR – 3
* **E-Waybill**
* **All Entry accounted in Books of Accounts as per GST Regime.**
* **Reverse Charge Mechanism. / Input Tax Credit**
* **ISD – Input Service Distributers**

**Invoicing**

* Preparation of invoice in Microsoft Access with work order

 - Supply billing

 - Supervision service bill

 - Engineering services bill

 - Engg. Drawing (Hours billing in Euro) – International Invoicing bill

 - Debit / Credit Note

**Office Petty Cash**

* Handling all office petty cash voucher – related day to day to expenses staff welfare expenses & others
* Help to Admin. Department for Administration Expenses – Negotiation and all that.

**Administration Work**

* Purchase Order – Negotiation, Issuing, Approval
* Supervision – Rent, Utility Bills, Printing Stationery
* Managing of day to day all necessary arrangement of staff.
* Help to Admin. Department for Administration Expenses – Negotiation and all that.
* Handling of Insurance – (New / Renewal) of Office Equipment & Vehicles
* Handling all work of AMC – Office Equipment & others.

 **MIS - Reports**

* Management Information System (MIS Reports)
* Prepare MIS Reports as per management requirement.( Knowledge of preparation all kind of MIS reports Monthly, Quarterly, Half Yearly & Annual reports
* Specific MIS reports – Advance & Received / Paid etc.

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| Achievements |

* Recognized by the company owner for outstanding work performance & diligence.
* Participated in cultural and social activities in school level.
* Participated in Go-Green social activities in school level.
* Recently Attend two days GST- Workshop through ICAI, Noida Branch
* GST - In-House Training attend for two days (15.06.2017 & 16.06.2017)
* **Employee of the year reward for the F.Y. 2017-18**
* **Nomination for Employee of the year reward for the F.Y. 2018-19**
* **GST- Seminar at ICAI, Noida Branch on (05-01-2019)**

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| Computer Proficiency |

**Operating System**

* Dos, Windows

**Application Software**

* Tally ERP 9.4.5, Latest Release with GST – 6.02, 7.2, Genius, MS Office (Excel, Word, Power Point & Internet also)
* Preparation Invoice in MS Access (According to Organization Requirement)
* **Working on SAP during implementation.**

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| Personal Information |

Fathers Name : Mr. Ashok Kumar

Marital status : Married

Language : English and Hindi

DOB : 01stApril, 1988

Strength : Remarkable patience & skillful in handling the cases, ability to build long term

relationships and never give up attitude.

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| Mobility |

* Looking for openings in Delhi/ NCR Region and
* Ready to go anywhere in India/ Overseas.

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| Hobbies |

* Listing Music
* Travelling
* Reading Books