CURRICULUM VITAE

PUNEET KUMAR

484/1, Jai Devi Nagar, Garh Road

Meerut (U.P)

Mob. No. – 07503693550

E-mail Id: - [puneetrajput67@gmail.com](mailto:puneetrajput67@gmail.com)

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#### CARRIER OBJECTIVE

* Seeking a challenging and learning environment to apply my knowledge and skills, abilities and interest for the benefit of the organization and my all round career development.

#### WORKING EXPERENCE

1. Working with Exotica Housing Infrastructure Projects (P) Ltd.”Exotica Group”, H-63, Sector-63, Noida, as an Accounts Executive from November 2010 and handling Accounts on Tally, and other accounts related work.

#### JOB PROFILE

Job Profile includes:

* Making of Vouchers and passing the entries like sale, purchase, journal, payment, and receipts.
* Reconciliation of bank reconciliation.
* Responsibility for checking of Contractor File.
* Checking payment of Parties.
* Making of Debit Note.
* Responsible for preparation of Daily MIS of Bank.
* Responsible for preparation of Monthly and annually Receipt & Payment.
* Responsible for preparation of incentive of the sales & marketing Executive.
* Responsible for preparation and filling of monthly E-TDS.
* Responsibility for depositing of e-challan – Challan No.- UPVAT-1, GRA-7 for payment of Service tax, 280 for Income Tax (Advance Tax & Self –Assessment Tax), 281 –for TDS.
* Responsible of Preparation of Service Tax Return.
* Responsible of Preparation of VAT & TDS Return.
* Responsible of Preparation of GST Returns.
* Petty cash expenses

1. One Year worked in Bajaj Allianz General insurance Co. Ltd wef-22th Oct 2009 to 7th November 2010 as an Operation Executive for Direct Team at Motinagar Head Office.

#### JOB PROFILE

Job Profile includes:

* Scrutinizing the Motor Proposals.
* Issuing the policies.
* Endorsements
* Customer Query

#### Educational Qualification

### Bachelor of Arts from Chaudhary Charan Singh University (Meerut).

### Master of Arts (Pol.Science) from Chaudhary Charan Singh University (Meerut).

### M.Com from Chaudhary Charan Singh University (Meerut)

#### Professional Qualification

### One year DTP & DCA Computer Course from NIETC.

### Six months ‘C’ language from NIETC.

### One Year professional tally from NIETC.

#### Personal Details

**Date of Birth :** 02-Feb-1986

**Father’s name :** Mr. Dushyant Kumar

**Religion :** Hinduism

**Language known :** Hindi & English

**Gender :** Male

**Nationality**  **:** Indian

### All the information pointed in this resume is correct to my knowledge and belief

### Place:

**Date: Signature**

**Puneet Kumar**