**Curriculum-Vitae**

**SUMIT KUMAR Address: - B-254/2 Old Kondli,**

**Mayur Vihar Ph-3, Delhi.**

**E-mail Id: Skumarthakur509@gmail.com Contact No: - 7532867298**

**CAREER OBJECTIVE**

* To work for an organization that provides opportunities for professional value addition and offer challenges for the success self and organization.
* Intrinsic Zeal to Develop a Career in the Field of **Finance & Accounts** for a High Growth Oriented and Challenging position in a Dynamic Organization.

**ACADEMIC QUALIFICATION**

* . High school from Bihar board in the year of 2013 with 2nd Division
* Intermediate from Bihar Board in the year of 2015.(I.com) 2nd Division
* Graduate from Br. Ambedkar University Muzaffarpur (B.com) 2019 2nd Division

**WORKING EXPERIENCE**

* Working Experience with Sanjay Verma & Associates (C/A Farm) **Noida .as an Asst.Accounts. From Jan -2017 To 31-Dec-2018.**

**Job Responsibilities:**

* Working on Accounting Software Tally ERP-9.
* GST Return (GSTR-3B, GSTR-1), E-waybill and other GST work.
* Voucher Entries, Sale, Purchase, Debit Notes, and Credit Notes,Contra,Receipts, Payment
* Bank Reconciliation, Party Ledger Reconciliation.

**CURRENT WORKING**

* Working with **STITCH-9** Noida (Garment Manufacturing Company) **Noida .as an Asst.Accounts. From 01-Jan -2019 To Till date.**

**Job Responsibilities:**

* Books keeping and Vouchers entering in Tally ERP-9
* Entry of Sale invoice, purchase invoices, journal vouchers, expense voucher, loan interest receipt or payment vouchers and etc.
* Preparation of cash & expense vouchers daily basis.
* Debtors and Creditors balance reconciliation.
* Preparation and entry of expense vouchers.
* Preparation of Bank Reconciliation Statements on monthly basis.
* Verification of vouchers and involved in auditing.
* Computation of GST Tax and returns filling.
* GSTR-1, GSTR-3B etc.

**PERSONAL DETAILS**

Name : Sumit kumar

Father’s Name : Shri Ram jeevan Thakur

Date of Birth : 15-Sept- 1996

Gender : Male

Marital Status : Unmarried

Permanent Address : Village- phulparasi, P.O- singrahiya.

P.S - Sahiyara

Dist.-Sitamarhi (Bihar.)

E- Mail Id : Skumathakur509@gmail.com

Languages Known : Hindi & English

Nationality : Indian

**DECLARATION:-**

* I hereby declare that all the information given above is true & correct to the best of my knowledge & belief.

Date……………………..

Place…………………….

**( Sumit kumar)**