

Shivam Kumar

Account Manager

 shivamacc61@gmail.com,  - 8195821062,  -#2836,Sec-56,
CHD

CAREER OBJECTIVE:

Hard working professional with 7+ years of experience and a proven knowledge of finance and portfolio management acquisitions and divestitures, financial and business modeling and Tax preparation, Aiming to leverage my skills to successfully fill the Accounting Manager Role at your company.

PROFESSIONAL EXPERIENCE:-

1) Corporate Industries:-

△Senior Finance Officer:-

Paras Healthcare Private Limited,Panchkula/ Jan2020 to Present

- * Prepare, examine over analyze accounting records, financial statements and other reports to assess accuracy, completeness and conformance to reporting and procedural standards.
- * Report to management regarding the finances of establishment.
- * Establish tables of accounts and assign entries to prepare accounts.
- * Develop, implement, modify and documents recordkeeping and accounting system making use of current computer technology.
- * Compute taxes owed and prepare tax returns, ensuring compliance payment with reporting or other tax requirements.
- * Represent clients before taxing authorities and provide support during litigation involving financial issues.
- * Prepare forms or manuals for accounting and bookkeeping personnel and direct their work activities.
- * Survey operations to ascertain accounting needs and to recommend, develop or maintain solutions to business and financial problems.
- * Audit and prepare main Accounting works as GST finalization with all queries, bank, TDS, salary with EPF & ESIC return preparations.
- *Prepare Daily Basis Fund Flow Sheet & Maintain Funds and MIS reports.
- * Team work with discipline, honestly, caring and support.
- * Daily working reports to CA and get suggestion.
- * Always ready to solve all financial problems and handover work related reports to CA or Managing Director.
- *Working with payroll, accounts payable and receivable and Balance Sheet related work.

2) Manufacturing Industries

ΔAccounts Manager:-

Archian Foods LLP, Roopnagar, Punjab / Feb 2017 to Jan 2020

- * Prepare, examine over analyze accounting records, financial statements and other reports to assess accuracy, completeness and conformance to reporting and procedural standards.
- * Report to management regarding the finances of establishment.
- * Establish tables of accounts and assign entries to prepare accounts.
- * Develop, implement, modify and documents recordkeeping and accounting system making use of current computer technology.
- * Compute taxes owed and prepare tax returns, ensuring compliance payment with reporting or other tax requirements.
- * Represent clients before taxing authorities and provide support during litigation involving financial issues.
- * Prepare forms or manuals for accounting and bookkeeping personnel and direct their work activities.
- * Survey operations to ascertain accounting needs and to recommend, develop or maintain solutions to business and financial problems.
- * Audit and prepare main Accounting works as GST finalization with all queries, bank, TDS, salary with EPF & ESIC return preparations.
- * Team managing with discipline, honestly, caring and support.
- * Getting daily working reports from team; check daily work and suggest.
- * Always ready to solve all financial problems and handover work related reports to CA or Managing Director.

Asst. Accountant:-

India Circuits Limited. Panchkula(HR) / Feb 2016 to Feb 2017

- * Operate computer programed with accounting software to record, store and analyze information.
- * check figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- * Classify, record and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- * Debit, credit and total accounts on computer spreadsheet and databases, using specialized accounting software Tally ERP9.
- * Receive, records and bank cash, cheque vouchers generate or audit.
- * Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

- * Code documents according to company procedures.
- * Reconcile or note and report discrepancies found in records. Access computerized financial information to answer general questions as well as those related to specific accounts.
- * Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- * Prepare trial balance, cheque for utilities, taxes, bank records and maintain inventory records.

2)- Retail / Corporate Business:-

Accountant:-

Beyond Computers LLP, Chandigarh / Jan 2013 to Feb 2016

- *Working as an accountant, data entries with Sale Purchase and all other Accounting related entries and Vouchers.
- *Cash handling with ledger and Tally, Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, cheque, or other forms of payment to banks. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- *Daily Cash Report to MD, Stock Entries and stock handling according to requirement.
- *Technical support and team handling.

Educational skills:-

- Post graduated in commerce from(M.J.P.Ruhelkhand University, Bareilly) Sahu Jain College, Najibabad - 2017
- Graduated in commerce from(M.J.P.Ruhelkhand University, Bareilly) Sahu Jain College, Najibabad - 2013
- 12th in commerce from U.P. Board, Najibabad- 2010
- 10th in PCM from U.P. Board, Najibabad- 2008.
- **Other Qualifications:** -
 - *Basic Knowledge of computer (M.S. Power Point, M.S.Excel).
 - *Tally ERP 9 From IFCT Institute Najibabad ,Distt.-Bijnor (U.P.).
 - * "CCC" from KITE institute Bijnor (U.P.)
- **Other Technical Skills:-**
 - *Tally ERP 9 Software Knowledge,
 - *CA Max Software knowledge,

- *Logic Software Knowledge.
- *Topnotepad Software Knowledge.
- *Busy Software Knowledge.
- *Microsoft Dynamics software

HOBBIES:

- ✓ Internet surfing
- ✓ Cricket
- ✓ Work with honesty
- ✓ Hard work
- ✓ Take knowledge in any other field
- ✓ To do hard work without waste my time
- ✓ Group discussion

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LANGUAGES KNOWN:

- ✓ English
- ✓ Hindi

PERSONAL DETAILS:

Name	:	Shivam Kumar
Father's Name	:	Arjun Singh
Date of Birth	:	05-May-1993
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married

Date :

(Shivam Kumar)