 **VINOD KUMAR**

C-1/111, Sanjay Enclave, Uttam Nagar, New Delhi-110059 I (M) 8368699317 [vinodkumarcarnation@gmail.com](mailto:vinodkumarcarnation@gmail.com)

LinkedIn link: [www.linkedin.com/in/vinod-kumar-98626086](http://www.linkedin.com/in/vinod-kumar-98626086)

**Professional Summary:**

Detail -oriented Accountant with 9 years of smooth experience with effectively maintaining accurate accounting information for large-scale financial organizations.

**Skills:**

* MS- Office.
* Experience in Auto soul Software for Accounting
* MS- Excel, Word.
* Certification in Tally 9.0
* Account Reconciliation specialist
* Time management
* Adaptability
* Communication
* Innovation
* Initiative

**Work Experience:**

**Sr. Accountant Jan 2016-Current**

**BERG INDUSTRIES (A Manufacturing Unit)**  Delhi

* Generate All MIS reports for management decisions.
* Maintaining all party's ledgers.
* Handling TDS Activities & Returns.
* GST Return & tax computation.
* Prepare profit and loss statements on behalf of a business.
* Analyses budgets and other financial information and advice where savings could be made.
* Help to produce budgets for businesses and implement strategies for cost savings.
* Ensure company accounts and tax returns are prepared and filed correctly and on time.  
  Experience in financial planning, analysis and accounting.
* Prepare Excise return & deposit excise duty timely.
* Reconciles financial discrepancies by collecting and analyzing account information.

**Accountant Jan-2014-Dec-2016**

**S.G. Motors (Maruti Suzuki Authorized)** Gurugram-HR

* Generate all MIS reports for management decisions.
* Maintaining all party's accounts ledger.
* Handling Billing & Collection Activities.
* Maintaining and Sourcing of Stock level.
* Qtrly Sale Tax Return, and challans procedure.
* Experience in financial planning, analysis and accounting.

**Account Assistant: Oct 2005-Nov 2013**

**Mahindra First Choice**  Vasant Kunj, Delhi

* Maintaining all party's accounts ledger.
* Handling Billing & Collection Activities.
* Maintaining of Stock level.

**Education:**

B.Com (P): Commerce 2004

Ram Lal Anand College, Delhi University Moti Bagh, Delhi

Higher Secondary: Commerce 2001 Govt.Boys Sr.Sec. School Uttam Nagar, Delhi

**Additional Information:**

Father's Name : Hukam Chand

Date of Birth : 30th November, 1982

Marital Status : Married

Languages : English, Hindi

Hobbies : Cooking, Music.

I, hereby declare that information furnished above is true to my knowledge and belief.

**Date:** 

**Place**: New Delhi **(VINOD KUMAR)**