

# Resume

## SUMIT KUMAR

**ADD:-**A-48, JUMMA COLONY BHOWAPUR

**KAUSHAMBI GZB (U. P)-**201010

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### Objective:

To develop career in the areas like **accounts**, Want to develop my skills in accounting sectors and wish to apply all my knowledge and experience for that organization, with professional commitment and excellence.

### Experience Summary:

- ❖ Having Total experience **3 years+** in the field of Accounts. Having experience of about six month in parveen gupta & associates (ca firm) and one year in Rajasahib Impex Pvt Ltd and two year in Royal Creations

### **Current Job:**

- ❖ **Royal creations**

**(Auth.exporter of ladies and and gents garment in (u.k)**

Duration- december 2018 to Till Date.

Designation- Accountant

Responsibilities/Role

- ❖ Responsible for Making export invoice and packing list and other export document for Required for shipment
- ❖ Responsible for collecting after shipment document like (original air way bill, shipping bill (ep copy), sdf from, gsp )
- ❖ Making export collection document for Bank and consignee
- ❖ Responsible for maintaining all receipts and outstanding forex amount
- ❖ Preparing export bills settlement document for bank
- ❖ Reminder to bank on mail to credit foreign inward remittance in company account
- ❖ Responsible For Generating E-Way Bill From Gst Portal
- ❖ Payment of tds challan & preparing data and filling tds return (26Q )
- ❖ Maintaining All Parties Dues (Creditor List) For Payment
- ❖ Responsible for Maintaining Accounts/Ledger & Other books.
- ❖ Prepare Voucher and Entries in Tally ERP.9 ( purchase, sale, Journal, Cash, and Debit/Credit Note).
- ❖ Preparing data for various gst return (GSTR-3B, GSTR-1)
- ❖ Reconcile all A/c Monthly.

### **Previous Job:**

- ❖ **RAJASAHIB IMPEX PVT LTD**

- ❖ **(Auth.exporter of ladies and and gents garment in (u.k)**

Duration- sept 2017 to oct 2018

Designation- Account Assistant

Responsibilities/Role

- Prepare Voucher and Entries in Tally ERP.9 ( purchase, sale, Journal, Cash, and Debit/Credit Note).
- Maintain Form C,
- Prepare D-Vat Data And Filling Return
- Preparation of various required reports in Excel.

# Resume

- Responsible For Deduct Tds & Pay Challan & Filling Tds Return

❖ **Parveen gupta & associates**  
(ca firm)

duration-jan 2016 to sept 2017

Designation- Account Assistant

**Professional Qualification:**

- ❖ Diploma in Certified Professional computer Accounting  
(Accounting Software)  
nifa Institute, preet vihar delhi

**Academic Qualification:**

- ❖ **Graduation:** B.com (hons) with 47 % in 2016  
From School of open learning (D U)
- ❖ **Intermediate:**from cbse board with 72 % in 2013
- ❖ **Matriculation:** form cbse board with 7.8 cgp in 2011

**Personal Data:**

**Date of Birth:** 15.03.1996  
**Father's Name:** Bhushan Prasad  
**Sex:** Male  
**Nationality:** Indian  
**Marital Status:** Unmarried

**Computer Skills:**

- ❖ Knowledge of M.S.Office and working with window 98, XP, Vista & Windows 7.
- ❖ Good Command on Tally ERP.9, 7.2, Accounting Software.
- ❖ Working with Compu Office E-Online Softwere

**Competencies:**

- ❖ Regularity and punctuality in work.
- ❖ Fast learner adapt well to change and pressures in work.
- ❖ Work effectively with diverse groups of people.

I certify that above information is correct as per my best knowledge.  
(SUMIT KUMAR)