CURRICULUM VITAE

**AMOD KUMAR**              **E-mail** I**d:**– [**amodk2050@gmail.com**](mailto:amodk2007@gmail.com)

A-5, Main Market, **Contact no.: + 91 –9654560256**

Shakarpur,

New Delhi- 110092

#### CAREER OBJECTIVE

Seeking a position to utilize my skills and abilities in the organization that offers professional growth. Looking for opportunities with the help of which I can improve my leadership and managerial skills.

#### WORK EXPERIENCE

#### Current Profile.

Working with Fezert Solution Pvt Ltd. (from June, 2016 to till Date.)

* Handling Overall day to day accounting activities.
* Maintaining Delivery Boys Daily Work Records.
* Co-Ordination with Creditors and Debtors.
* Bank Reconciliation and Party Reconciliation
* Responsible for TDS Compliances, GST Compliances.
* Finalization of books of accounts, Co-Ordinating with CA.

#### Previous Profile.

Working with Agarwal Deepak & Associates.

From April 2013 to May 2016.

**WorkingArea:-**

**Finance & Accounts**

* Handling Overall day to day accounting activities & Finalization of books of accounts.
* Bank Reconciliation and Party Reconciliation.
* Generating P&L accounts and annual reports; responsible for finalization & reconciliation of accounts & Balance Sheet.
* Preparing financial statements. (Balance Sheet, Profit & Loss A/c, Notes to A/c etc.)
* Sales, purchase, bank transactions and other day to day transactions using quick books for US based clients.

**Taxation, Audit & Statutory Compliances:**

* Filling of Income Tax Return, Service Tax Return, UPVAT Return, TDS Return and TCS Return.
* Conducted internal/ statutory/ tax audit.
* Conducted audit of Export Units for accounting, service tax, TDS, duty drawback etc.
* Conducted audit of Advertising Company for accounting, service tax, TDS etc.
* Filing of ROC Forms.

### **EDUCATIONAL QUALIFICATION**

* + - * CA-final (Group 1 Passed) , B.Com. (H)

#### COMPUTER PROFICIENCY

* + - * Tally 7.2 & Tally ERP9, busy
      * MS Office (MS Word, MS Excel, MS PowerPoint)
      * Internet.

#### INTERESTS

Playing Cricket and Listening Music.

#### PERSONAL PROFILE

Father’s Name : Sh. Yogendra Poddar

Date of Birth : April 20, 1990

Nationality : Indian

Languages : Hindi, English

Marital status : Single

#### DECLARATION

I hereby declare that all the above information is true & best of my knowledge.

Place: New Delhi (Amod Kumar)

Date: