**Arun Kumar**

D2/11 Budh Vihar Phase-1

New Delhi - 110086

M.no: - 9015851166

Email: - arunkr2221@gmail.com

##### *Career Objective:*

Seeking a challenging position in the company where I could be faced an opportunity to explore my skill and grow with the company.

##### *Experience:*

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| **Jan 2021 to till date.** | **Accounts Manager – Pragnya International (Importer/Exporter/ Manufactures of Plastic and Papers)** |
| **Apr 2019 to Nov 2020.** | **Accounts Manager - Shahin Mannan Pvt. Ltd (Fashion Designer)** |
| **Aug 2014 to Mar 2019.** | **Accounts Manager - Rohit Bal Designs Pvt. Ltd (Fashion Designer)** |
| **July 2010 to July 2014** | **Accounts Executive - G-Biosciences Pvt. Ltd (Subsidiary company for Geno Technology, Inc. USA)** |
| **May 2008 to June 2020.** | **Accounts Assistant- Puneet Thukral& Co. (Chartered Accounts firm)** |

##### *Jobs and Responsibility:*

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| * Preparing & maintaining daily books of accounts, * Handed daily bank transactions, reconciliation and proper maintain of bank statement and monthly MIS reports, * Petty cash books accounts, * Processing purchase bills for payment after popper verification with original vouchers & stock records, * Maintaining vendor’s ledger, reconciling dues with actual receipt and overdue repotting, * Direct interaction with client’s ledger and reconciling dues. * Preparation of the age wise debtor statements and accounts receivable statements, * Preparation of monthly wise expenses statement and accounts payable statements, * Responsible for preparation/verify of GST Invoicing and compute GST data for filing of returns, * Responsible for preparation and filling of TDS return and Issues of TDS certificates to vendors and employees, * Online issue and submit Road permit (e-way bill), * Assistance to Directors for company taxation (direct & Indirect), * Liaison with Banks, Internal Auditor, Statutory Auditors, Advocate & Tax consultants. * Assistance in preparing details for Income tax assessments and notices. * Assistance in preparing Balance sheet, and tax audit report, * Fulfil the compliances of Income tax, GST, sales tax, assessments, ROC etc |

##### *Educational Qualification:*

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| **Qualification** | **Institute** | **Year** |
| MBA Finance | Shobhit University | 2015 |
| B.Com | Delhi University | 2007 |
| Higher Secondary(C.B.S.E Board) | D.I. Khan Sr. Sec. School | 2004 |
| High School(C.B.S.E Board) | D.I. Khan Sr. Sec. School | 2002 |

##### *Other Qualifications:*

* Completed one month Information Technology Training conducted by CMA.
* Completed Diploma in Computer Application NICS.

##### *Computer Skills:*

* Well versed with MS-Excel & Microsoft outlook.
* Telly 9.0 ERP, BUSY and EPR.
* Cloud base Erp-production and billing software like tekvogue and bazaaar.

##### *Personal Details*

* Date of Birth : 09 Sep 1987
* Marital Status : Married
* Languages Known : English & Hindi

**PLACE**: Delhi (**ARUN KUMAR)**

**DATE :**