

Jagdish Kumar

Accountant

Address: HOUSE NO. 8/16 GALI NO. 17/C, Kamal Vihar Kamal Pur Burari Delhi -110084

Ph No: 7834858549

OBJECTIVE

Seeking a position as an Accounting Assistant where extensive experience will be further developed and utilized. To find an opportunity to work in an objective suitable role in challenging and dynamic environment. To be part of a reputed organization. Looking for as an accounting assistant to contribute to the company's growth with my interpersonal skills and subject knowledge.

STRENGTHS

Punctual /Self-Motivated
Hard Working
Dedicated
Adaptable
Confident

EDUCATIONAL QUALIFICATIONS

Passed Class Xth, CBSE, 2013
Passed Class XIIth, CBSE, 2015
Pursuing BA Honours Delhi University

CAREER SUMMARY

- Enthusiastic accounting professional with over 6 years of experience.
- Experience of managing accounting functions, preparing financial reporting and month end close.
- Expert in interacting with other group companies for accounts purposes.
- Proficient in team member, determined & quick learner with good interpersonal skill.

SKILLS

	<ul style="list-style-type: none"> ➤ Accounting Management ➤ Managing billings and collections ➤ Balance sheet Management ➤ Self-motivated worker with ability to multitask ➤ Skilled with computers, including spreadsheets ➤ Preparing Financial Status Reports ➤ Keen observer. ➤ Quick learner. ➤ Loyal towards work and duties. ➤ Can work under stressed condition. ➤ Good communication skills.
WORK EXPERIENCE	
	6 Years Experience
JOB POSITION & TITLE 2015-2016	<ul style="list-style-type: none"> ➤ 1 year Working with Amro Pharma Pvt Ltd as an Accountant ➤ Performed accounts payable functions for construction expenses. ➤ Managed vendor accounts, generating weekly on demand cheques.
COMPANY NAME Amro Pharma Pvt Ltd	
JOB POSITION & TITLE 2016-2017	<ul style="list-style-type: none"> ➤ 1 year Working with Brilliant Publicity Pvt Ltd as an Accountant ➤ Prepared company accounts and tax returns for audit. ➤ Administered online banking functions.
COMPANY NAME Brilliant Publicity Pvt Ltd	
JOB POSITION & TITLE 2017-2020	<ul style="list-style-type: none"> ➤ 3 Years Working with Shivalik Enterprises, Golden Peacock Publications as an Accountant. ➤ Performed accounts payable functions for construction expenses. ➤ Managed vendor accounts, generating weekly on demand cheques. ➤ Liaised with bankers, insurers and solicitors regarding financial transactions. ➤ Administered online banking function.
COMPANY NAME Shivalik Enterprises, Golden Peacock Publications	
JOB POSITION & TITLE 2020-2022	<ul style="list-style-type: none"> ➤ 2 Year Working with Suresh Kumar & Company Impex Pvt Ltd as an Accountant ➤ Prepared company accounts and tax returns for audit. ➤ Administered online banking functions.
COMPANY NAME Suresh Kumar & Company Impex Pvt Ltd	
PERSONAL DETAILS	
DATE OF BIRTH	23, Sep, 1996

FATHER'S NAME	Mr. Bhim Ram
MARITAL STATUS	Single
NATIONALITY	Indian
GENDER	Male
HOBBIES	Reading Book & Traveling, Extreme adventure Sport
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