



CURRICULAM VITAE

DINESH CHANDRA BHANDARI
VILLAGE-RATANPUR NEGI
POST-KISHANPUR
NEAR RAMBAGH CHAURAHA
GAULAPAR(UTTRAKHAND)
HALDWANI-263139
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Career Objective: -

➤ To secure a challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.

Work Experience: -

➤ Currently working with “**The Kanishka Auto Hub**” As Senior Accounts Executive a Automobile Spare Parts company (From May 2022 To Till Date)

➤ Currently working with “**The British Motor car Company (1934) Pvt. Ltd. .**” As Senior Accounts Executive a Automobile Spare Parts company (From April 2017 To April-2022)

➤ Worked at “**Lotus International Freight Express Pvt. Ltd. .**” As Accounts Executive a Custom Clearance & freight Forwarding company (From Oct 2013 To 31.03.17)

➤ Worked at “**Eastern Clearing & Forwarding Agency Pvt. Ltd. .**” As Accounts Executive a Custom Clearance & freight Forwarding company (From Nov 2012 to Sep-2013)

➤ Worked at “**Heritage Seeds Pvt. Ltd.**” As Accounts Executive a leading Production and Trading company of Vegetable Seeds. (From August 2009 to Oct-2012)

Key Activities : -

- Posting of cash, bank, receipt and journal voucher by proper supporting on daily basis in ERP.
- Process of all expenses bills relating to depot and its staff as per company guidelines.
- Making Salary in Excel Format and ERP
- Make Cheques, Handling cash.
- Preparation of bank reconciliation on weekly basis
- Reconcile of vendor statement and Ensure payment are up to date
- Day to day Accounting transactions in ERP and Tally software
- Preparation of monthly reported related to accounts payable.
- Making of Sales bills to the Party.
- Reconciliation the Debtors Statement and Co-ordinate with Debtors
- Payment of all Transporter and Official Expenses
- Knowledge of ESI and PF of employee's.
- Calculating and accounting of TDS.
- Coordinating in the preparation and maintenance of P&L Account
- Accounting of GST and Filing return.

STRENGTH :

Patience and punctual

Flexibility

Ability to learn new things

Leadership skills

Education Qualification: -

- High School passed on 2001. From UP Board
- Intermediate passed on 2003. From UA Board
- B.Com. passed on 2006. From kumaun University
- M. Com passed on 2008 From kumaun University

Additional Qualification

- One year computer course
- Tally/ERP Software.

COMPUTER PROFICIENCY

Accounting Package : TALLY/ERP

- Application Tools : MS Word, MS Excel ,MS power point, Microsoft Publisher

- Internet : E-mail, internet Surfing.

PERSONAL DETAILS

Father's Name	: Jagdish Chandra Bhandari
Date of Birth	: 06 Aug 1984.
Language Known	: Hindi & English
Marital Status	: Married
Nationality	: Indian
Hobbies	: Playing Cricket, Listening to Music
Permanent Address	: Vill & Post- Khansyun Dist.- Nainital Uttarakhand

DECLARATION

I do hereby declare that the above statements furnished by me are true to the of my Knowledge and belief.

Date:

Place:

(Dinesh Chandra Bhandari)