

Sandeep Mishra

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Address:

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“To work in an organization, where I can best utilize my financial-management skills for mutual benefit and satisfaction to deliver results and best service, and keep up to date with the emerging trends in the field of finance, Accounts & Insurance.”

PROFESSIONAL EXPERIENCE

Gyatri Impex is engaged in manufacturing/Printing and exports for textile garments: **July 2016 to till date**

Designation- SENIOR ACCOUNTANT

Responsibilities:

- Coordinated the full month end procedure, including preparation of balance sheets, income statements, and trial balance statements.
- Prepared reconciliations for monthly closings.
- Ensured accuracy of revenue and expense accounts.
- Provided weekly quality checks of documents.
- Managed and supported two junior accountants and provided them with accounting advice.
- Filling of Gst Refund on Quarterly Basis.
- Filling of Gst returns and calculation of GST tax of every month and deposited by clients.
- Prepared general ledger and journal entries analysis.
- Cooperated with internal and external auditors
- Inventory Control. And purchase Release etc..
- Handling staff salary computation and also ESI & PF Audit.
- Handling Costing in style wise and report to MD
- Handling FDBP and PCL reconciliation with bank
- Planning suppliers payment according to fund
- Preparation of budget overrun and inform to MD.
- Handling all custom documents for out ward and inward shipment clearance
- Preparing exports documents & submission in bank for foreign payments related documents
- ***Prepare shipment documents as per LC/ DP /DA Basis***
- Online booking with the forwarder & buyer
- ***Prepare bank documents as per payment terms***
- ***Follow-up E-BRC/ Drawback/ ROSCTL / RODTEP***

BT India Limited US based Telecommunications & Sky Lark service:

November 2013 JUNE 2016

Designation-Team Member

Responsibilities:

- Service Tax Cenvat Register

- Calculation of Cenvat credit of Sez units every month
- Filling of Service Tax Refund on Quarterly Basis.
- Filling of service tax returns and calculation of service tax of every month and deposited by clients.
- Issued form 'I' and form 'C' to vendors.

Worked with City Neon Dag India (P) Ltd. Advertisement & Exhibitions:

Since April 2013 till Nov. 2013

Designation-Accountant

Responsibility:

- Preparation of vouchers. Salary working ,ESI,PF , Calculation
 - Data entry in financial accounting package (customized)
 - Assistance bill processing.
 - Banking transactions (Bank reco's balances etc.)
 - Preparation service tax return.
 - Salary Tax Calculation
 - Handling statutory audits, internal audits, and tax audit of companies
 - Adding up of depreciation and maintaining of fixed assets register.
 - Service Tax calculation.
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Vivek Vijay Agarwal & Associates CA Firm:

Nov 2011 till Jan 2013

Designation- Accounts Executive

Responsibility:

- Handling books of accounts in a computerized environment including preparation of General Ledger, Debtors Ledger, Vouching and Finalization of accounts;
 - Involved in Reconciliation of various accounts like Debtors Reconciliation, Inter unit Reconciliation, Head Office Reconciliation
 - Preparation of income tax return of corporate and non-corporate assesses;
 - Managed tax-planning issues of small clients
 - Preparation & filing of TDS returns & other related compliances
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Sharma Anurag & Associates CA FIRM:

May 2010 till Oct

2011

Designation- Executive

- Salary, ESI, PF Working (Sub. Of Reed Elsevier India Ltd. , ,Kelly Services India Ltd.)
- Tds Working (Satya Accounting Employee ,Satya Accounting Outsourcing India Pvt Ltd. ,Sharma Anurag & Associates
- Accounting work.

ACADEMIC QUALIFICATION.

- Bachelor of Commerce (B.com Pass) from University of Dr. Ram Manohar Lohia Avadh University.
- Senior Secondary School Certificate (U.P Board-12), Uttar Pradesh, India.
- Higher Secondary School Certificate (U.P Board-10), Uttar Pradesh, India.

PERSONAL INFORMATION

- Date of Birth 24th March, 1990
- Languages Known English, Hindi,
- Interests Travelling.
- Extra Curriculars Cricket School level.
- References Will be furnished upon request.

Sandeep Mishra