

JAI KISHOR

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Communication Address:-

USB-102, 3rd Floor

Main Kalyan Marg

Mandawali Delhi 110092

Looking for the challenging role in a reputed company where it would be a great pleasure to prove my skills and efficiency to accelerate the organization's goal.

Profile Snapshot :-

- More than 10 years of experience in Accounts & Taxation Profile in different Organizations. Presently Associated with a Logistics Company Named **Ankur Carriers** as an Assistant Manager (Accounts).
- An effective communicator with excellent relationship & team management skills

Areas of Expertise :-

Maintain Records in Tally ERP 09/ E-Fleet/ SAP

Monthly Filling of GSTR -1/ GSTR -3B

Annually Filling of GSTR 9 & GSTR 9C

TDS Payment/Quarterly Return Filling

Follow up with clients for Payments

Banking Reconciliation / 26AS Reconciliation

Debtors/ Creditors Reconciliation

Billing/POD Collection

E-Way Bill Creation/ Extension

Finalization of Accounts/ Balance Sheet

Proficient in MS Office 2007 (Excel, words)

MIS as per Management Requirement

Organizational Experience :-

Aug 2021 To Present

Ankur Carriers

Sushant Lok- II

Gurgaon , Sec — 55, Haryana 122003

Role :-

- Data Entry in Tally ERP 9
- Monthly Filling of GSTR -1/ GSTR -3B
- Banking Reconciliation / 26 AS Reconciliation
- Debtors/ Creditors Reconciliation
- Billing/POD Collection
- E-Way Bill Creation/ Extension
- Updating Daily Loading Sheet/ Freight Sheet
- Finalization of Accounts/ Balance Sheet

Sept 2015 to May. 2020

Kapoor Diesels Garage Pvt Ltd

Plot No. 6A, IDC, Sector 16

M. G. Road, Gurgaon Haryana 122001

- Daily Reconciliation of HAPPAY Debit Card (Miscellaneous expenses paid through Happay ATM Card)
- Adjustment of Bills against Payment Received from Client
- Debtor's Reconciliation
- 26 AS Reconciliation
- Preparing Data for filling GSTR-1

Role :-

- Bills Entry in SAP
- Debtors Reconciliation
- Preparation of Fund Position On Daily Basis

Education :-

- ICA (Industrial Computer Accountant)2010
- B.Com from IGNOU (2009)
- 12th R.M. Collage Saharsa (Bihar)
- 10th from P.H.S. Panchgachhia , Saharsa (Bihar)

Professional Enhancements :-

- Having good academic and professional study credentials.
- Ability to work in competitive environment by accepting challenges of new technology.
- Excellent power to frame networking with people.
- Have team spirit helping in easy achievement of the organizational & personal goals.
- Acquired practical knowledge through various training and academic projects.

IT Skills :-

- | | |
|-----------------------|--|
| • Operating Systems | Windows XP, 2003, 2007, 2009, windows 7 |
| • Packages | MS Office |
| • Accounting Software | Tally ERP 09. SAP ,E- Fleet |
| • Internet | Surfing net. Composing & Drafting emails |

Personal Details :-

- | | |
|------------------------|---|
| • Father's Name | Late Upendra Choudhary |
| • Date of Birth | 5 th Jan. 1981 |
| • Marital status | Married |
| • Nationality | Indian |
| • Linguistic Abilities | English and Hindi |
| • Permanent Add. | Vill.+Post — Barahsher, Via.- Panchgachhia
Dist- Saharsa, Bihar 852124 |

Declaration :-

I hereby declare that the information given above are true & correct to the best of my knowledge and beliefs.

Place: Delhi

Signature

Date :-

(JAI KISHOR)