Rakesh Kumar

Contact

# Summary

Organized Finance & Accounts Manager with 20 years of experience and success relaying key financial data to stakeholders. Highly trained in regularly managing large volumes of transactions. Known for strong analytical and decision-making skills

# Skill Highlights

* Accounts & Taxation

**Address:**

290, Dhir Pur, Main Road, Sant Nirankari Colony Delhi - 110009

**Phone:**

+91 (0) 9911129235

**Email:**

m[ail2rkpal@gmail.com](mailto:ail2rkpal@gmail.com)

Languages

* Financial Budgeting
* Cost Data Analysis
* Time Management
* Financial Resources Management
* Verbal and Written Communication
* Mentoring and Training
* Decision Making
* Sound Judgment

# Education

Hindi English

Hobbies

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Tally Busy

Microsoft Office

CSAT- Inventory Software CSAT-Billing Software

* + Bachelor of Commerce: Passed from **Correspondance College (Delhi University) Delhi** – Year 1991**.**
  + 12th Passed From C.B.S.E. New Delhi in 1989
  + 10th PrassedFrom C.B.S.E. New Delhi Year 1987

# Certifications

* + Diploma in Computer applications

Work Profile

* Review of daily transaction.
* Preparing Daily basis bank reconciliations.
* Scrutiny of Ledger.
* Review MIS prepared by team member and Reporting to Senior
* Compliances of Deduction and Payment of TDS.
* GST Compliances- Filling of GSTR-1 Filling of GSTR-3B

Reconciliation GSTR-2A with Book.

Reconciliation GSTR-9C with Book.

Reconciliation GSTR-9 with Book.

* VAT Payment and filling of Return.
* Payment of ESIC & PF.
* Finalization of Financial Statement.
* Managed Account Payable and Receivable.
* Checking of Payroll accuracy.

# Work Experience

## Manager – Accounts & Taxations 11/2013 to Till Date

## Black Pepper Hospitality & Events Pvt. Ltd

Plot No 3 CBD Ground, Shahdara, Delhi-110032

## Manager - Accounts & Taxations

(07/2010 to 10/2013)

## Ujjwal Pearl Banquets Pvt. Ltd.

Gazipur, Delhi – 110096

## Assistant Manager - Accounts

(02/2002 to 06/2010)

K S Oils Ltd.

Delhi Gurgoan Road iffico Chowk

Gurgoan (Haryana)

## Accountant

(04/1998 to /2002)

## Raymond Cement Ltd.

Sanjay Nagar, Delhi - 110042