

CURRICULUM VITAE

PRINCE KUMAR

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Contact No – 9650408122



CAREER OBJECTIVE

Versatile team player eager to contribute a strong finance, accounting, & administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

WORK EXPERIENCE

ARDH SAINIK SERVICES PRIVATE LIMITED (ARDH SAINIK GROUP) HEAD OFFICE

JUNE 2021 – Present

Accounts Payable

- Maintain all Internet banking of companies like (ICICI, SBI, BOI,) Corporate banking
- Release the payment of Vendor on daily & monthly basis in bulk.
- Release employee's salary, Rent and all other expenses on monthly and daily basis in bulk.
- Payment of TDS on monthly basis.
- Payment of EPF & ESIC.
- Prepare E-Invoicing.

NATRAJ ENTERPRISES

Sep2017 to June 2021

Accountant

- Managing accounts payable, general ledger transactions, accounts receivable, daily invoicing, cash posting, and multiple account reconciliations.
- Preparing GST data and filling GST returns.
- Generating E-Way Bill.
- Bank reconciliation on daily basis.
- Debtors & Creditors reconciliation on weekly and monthly basis.
- Making payments to Debtors & Creditors according to ageing on monthly basis.
- Branch accounting (Payments, receipts, expenses etc.).
- Maintaining stock and checking of stock on monthly basis.

SANJAY AGGARWAL & CO. (TAX CONSULTANCY)

October 2014 to Sep 2017

Accountant

- Maintaining books of accounts of parties, sales, purchases & Expenses.
- Updating bank statement of parties, and bank reconciliation.
- Filling & Revising sales tax returns of parties.
- Filling GST Returns of parties.

TECHNICALSKILLS

- Working knowledge of Application Software: MS Office, Tally (ERP, PRIME).
- Familiar with internet Operation.
- Typing Speed of 35 words per minute.

EDUCATIONALQUALIFICATION

Qualification	Board/University	Year
B. Com	Delhi university	2016
Intermediate	CBSE	2012
High School	J&K Board	2010

PERSONALDETAILS

Permanent Address	: H. No. 126, Badli Village, Delhi-110042
Father's Name	: Shri Ramesh Chander
Date of Birth	: 2 nd Aug1994
Gender	: Male
Nationality	: Indian
Languages Known	: Hindi & English
Contact No.	: +91 9650408122
Marital Status	: Married

I hereby declare that the entries made above are true to the best of my knowledge and believe. I promise to my work with honesty and truth. I shall be highly obliged if you give me a chance to show my work in your organization.

(Prince Kumar)