

Gaurav Kumar

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Career Objective

To pursue a highly competitive and challenging career in field of Accounts, where I would apply my knowledge, experience and ideas to develop high caliber professional skills and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good corporate professional.

Organizational Experience

M/s Rishab & Associates	Accountant, GST Executive, Team Leader	April 2018 – Present
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Industrial Practice Experience During Aforesaid Period

Partys Name	Worked as:	Period
DIAS PRODUCTS PVT. LTD. (Gautam Buddha Nagar, Noida, UP))	Leader/Accountant, GST Executive	4 Years
CORIOX PRINTING SOLUTION PVT. LTD. (GTB Enclave, Delhi)	Leader/Accountant, GST Executive	4 Years
SHREE BALAJI ASSOCIATES (Laxmi Nagar, Delhi)	Team Leader, Accountant, & GST Executive etc.	4 Year

Office Attestation Practice Experience

Accounting	Preparations of : <ul style="list-style-type: none">➤ Bank reconciliation statements.➤ Journal Entries.➤ Book Keeping.➤ Payables.➤ Stock reconciliation.➤ GST reconciliation.➤ Prepaid Expenses.➤ Insurance➤ Provision➤ Sale, Purchase, debit note & credit note etc.➤ GST monthly or quarterly returns.➤ TDS➤ Material Issued & Received.➤ Direct Income.
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	<ul style="list-style-type: none"> ➤ Receivables. Physical verification of consumable good in store and fixed assets verification of : <ul style="list-style-type: none"> ➤ Sale & Purchase register. ➤ Expenses File. ➤ Store register. ➤ Stock register. ➤ Employee's salary. ➤ Employee's bonus. ➤ Vouchering of expenses
Financial Reporting	<ul style="list-style-type: none"> ➤ Manage Balance sheet and Profit & loss statements. ➤ Manage all accounting transactions. ➤ Handle monthly, quarterly and annual closings. ➤ Manage provisional Balance sheet and Profit & loss statements. ➤ Prepare Capital Gain of Equit Share details.

Academic Performance		
Graduation (B.Com)	IGNOU	2020
Senior Secondary	NIOS Board	2017
Secondary	CBSE Board	2014

Computer Proficiency
Complete Computer Programme with L.B.S. Computer Education Institute <ul style="list-style-type: none"> ➤ Basic ➤ Desktop Publishing (DTP)
Expertise with MS Office
Working Experience in Softwares <ul style="list-style-type: none"> ➤ Tally ERP.9 or Tally Prime ➤ Busy ➤ Computax GST, Income Tax & TDS etc.

Personality Traits
<ul style="list-style-type: none"> ➤ Ease with Technology ➤ Rational ➤ Quick Decision Making ➤ Detail Oriented ➤ Compatibility with both individual & term work ➤ Willingness to learn ➤ Inquisitive

Personal Details	
• Father's Name	Sh. Ram Charan
• DOB	05th May 1999
• Marital Status	Unmarried
• Strength	Positive Attitude, Working as a team
• Language Known	English & Hindi
• Hobbies	Listing songs, Playing cricket, Cooking etc.

Place : Delhi

(GAURAV)