**CURRICULAM-VITAE**

H.NO: -461 SANTNAGAR

OLD FARIDABAD-121001 (HARYANA)

M.NO: - +91-9911571102.

MAIL ID: - laxmankumar2212@gmail.com

**LAXMAN KUMAR**

**CARRIER OBJECTIVE**

* To work with an organization with my honesty. Smart work & sincerity & achieve my goals with determination & confidence.

**EDUCATIO N QUALFICATION**

|  |  |  |
| --- | --- | --- |
| **Examination** | **University/ Board** | **Year of Passing** |
| **MBA (**Finance**)** | M.D. UNIVERSITY | 2016 |
| **Graduation** (BBA) | M.D. UNIVERSITY | 2013 |
| **12th (**Commerce**)** | Haryana Board | 2010 |
| **10th** | Haryana Board | 2008 |

**WORK EXPERIENCE**

1. **Current Organization: -**

**“EASTMAN AUTO AND POWER LTD, Gurgaon” From Aug-2020 as Sr. Accounts executive.**

**Job Responsibilities: -**

* Review and verifying invoice with Agreement & company Policies.

* Booking of Invoices in tally Erp.
* Processing vendor payment and check requests
* Prepare Cover note and E -cover note, tracking sheet for payment Approval.
* Process employee reimbursement including employee traveling, credit card charge and reconcile imprest ledger
* Post transactions to journals, ledgers, and other record
* Preparing monthly TDS payout Report.
* Preparing and submitting monthly Vendor outstanding statement
* Preparing monthly Provision Report
* Reconciliations bank accounts and accounts payable transactions, general ledger accounts
* Support month end and year end closing process
* Coordination with internal /statutory auditing and provide all detail as per their requirement
* All other necessary work on day-to-day basis as assigned to me

**“ATOZ LOGISTICS LIMITED” From June’2017 to June’2020 as Credit Control executive**

###### Job Responsibilities: -

* Facilitate payment of invoices due by sending bill reminders and contacting clients.
* Generate financial statements and reports detailing accounts receivable status.
* Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
* Maintaining debtors’ files and supporting documentation – Daily / Weekly / Monthly Reporting to management on outstanding debtors
* Follow-up on all Debtors enquiries received – Resolving daily Debtors queries.
* Daily posting and clearing of bank account.
* Basic knowledge of GST, TDS
* Preparation and distribution of debtor’s statements

* All other necessary work on day-to-day basis as assigned to me

**SAMPARK GLOBAL LOGISTICS PVT LTD. (Faridabad) From Apri’14 to May’17 as Accountant.**

###### Job Responsibilities: -

* Audit All local Callan delivery and pickup of shipments.
* Prepare Credit and debtor Report of vendor.
* Debtor Outstanding analysis and follow-up for collection.
* Prepare monthly collection Report.
* Processing of Bill for payment.
* Cash handling & disbursal to the drivers of the company for petty expenses.

* Audit all Expenses Related to Warehouse.
* Prepare freight Cost sheet related to local delivery and Pickup.
* Bank, Cash book vendor, branch Reconciliation.
* Preparation of voucher, cheques, NEFT/RTGS to vendor payment on daily basis.
* Update all types of accounting Entries, Journal Entries, Payment, Receipt, Contra, Debit notes, Credit notes in Tally ERP9.
* Basic knowledge of TDS, GST
* Management fund Request of office &branch
* All other necessary work on day-to-day basis as assigned to me.

**COMPUTER SKILLS**

* MS Excel, Work, Power Point, Microsoft Outlook, &Tally ERP-9 & BNG Lozics ERP Transport Management Software.

**PERSONAL DETAILS: -**

NAME : - Laxman Kumar

FATHER’S NAME : - Sh. Hirday Lal

DATE OF BIRTH : - 06-Apr-1990

MARITAL STATUS : - Married

NATIONALITY : - Indian

**DECLARATION: -**

I certify that above information are correct to the best of my knowledge.

DATE :-

PLACE : - FARIDABAD LAXMAN KUMAR