

## Manish Kumar

Accountant

Address: A-4/255, Rohini Delhi-11008

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### OBJECTIVE

Seeking a position as an Accounting Assistant where extensive experience will be further developed and utilized. To find an opportunity to work in an objective suitable role in challenging and dynamic environment. To be part of a reputed organization. Looking for as an accounting assistant to contribute to the company's growth with my interpersonal skills and subject knowledge.

### STRENGTHS

Punctual  
Smart Working  
Dedicated  
Confident

### EDUCATIONAL QUALIFICATIONS

Passed Class Xth, 2006  
Passed Class XIIth, 2008  
B COM Graduated, 2011

### CAREER SUMMARY

- Enthusiastic accounting professional with over 10 years of experience.
  - Experience of managing accounting functions, preparing financial reporting and month end close.
  - Expert in interacting with other group companies for accounts purposes.
  - Proficient in team member, determined & quick learner with good interpersonal skill.
- Handling E-commerce Accounting (Amazon, Flipkart) Portals

### SKILLS

	<ul style="list-style-type: none"> <li>➤ Busy</li> <li>➤ Tally</li> <li>➤ Excel</li> <li>➤ Accounting Management</li> <li>➤ Managing billings and collections</li> <li>➤ Ageing</li> <li>➤ Balance sheet Preparation</li> <li>➤ Skilled with computers, including spreadsheets</li> <li>➤ Preparing Financial Status Reports</li> <li>➤ Loyal towards work and duties.</li> <li>➤ Can work under stressed condition.</li> <li>➤ Good communication skills.</li> </ul>
WORK EXPERIENCE	
	6 Years Experience
JOB POSITION & TITLE 2012-2018	<ul style="list-style-type: none"> <li>➤ 6 Year Working with M/s. Arpit Gupta &amp; Associates ( C.A. Firm) as an Accountant</li> <li>➤ Prepared company accounts and tax returns for audit. Dvat &amp; CST Return and assessment, TDS Return filing , Income tax return, Gst Return as well as audit.</li> <li>➤ Liaised with bankers, insurers and solicitors regarding financial transactions.</li> <li>➤ Process journal entries and perform accounting corrections to ensure accurate records</li> </ul>
COMPANY NAME\ FIRM NAME M/s. Arpit Gupta & Associates ( C.A. Firm)	
	4 Years Experience
JOB POSITION & TITLE 2019-Till Date M/s. SYNERGY PHOSPHATS LIMITED	<ul style="list-style-type: none"> <li>➤ 4 Year Working with M/s. SYNERGY PHOSPHATS LIMITED (Manufacturing) as an Accounts Head</li> <li>➤ Prepared company accounts and Filing TDS details ,Gst Return and audit.</li> <li>➤ Performed accounts payable functions for construction expenses.</li> <li>➤ Managed vendor accounts, generating weekly on demand cheques.</li> <li>➤ Liaised with bankers, insurers and solicitors regarding financial transactions.</li> <li>➤ Administered online banking function.</li> <li>➤ Process journal entries and perform accounting corrections to ensure accurate records</li> <li>➤ Sales and Collection Report</li> <li>➤ Ageing</li> <li>➤ Coordination With CA for finalization of Balance Sheet</li> </ul>
FATHER'S NAME	Mr. Mangey Ram
MARITAL STATUS	Married
NATIONALITY	Indian
GENDER	Male
HOBBIES	Reading Book & Traveling
E. MAIL	<a href="mailto:manish.saharanpur@gmail.com">manish.saharanpur@gmail.com</a>

