

ASHISH KUMAR

MITHAPUR , BADARPUR , F-BLOCK,
NEW DELHI-110044

Mob. No: 7379556456

E-mail: ak20607@gmail.com

PG. Diploma in computerized accountancy & taxation, LLB, 4 year plus of experience, equipped with Financial Acumen and Decision Making Skills, ready to excel and grow in an intellectually stimulating environment, while being resourceful, innovative and flexible

Currently working as an Accountant in **Hind Agro Sales** New Delhi from 23rd Jan 2022 till present

Work Profile:-

- Preparing Data of GSTR-1 & GSTR-3B
- Checking GSTR 2A
- Sales invoice, Purchase entry, E-Way Bill, E-invoice
- To get billing respective parties and customers
- ...making payments of vendor & claims
- Assist to auditor and solve query
- To get Remittance
- Preparing data of TDS
- Bank reconciliation
- Debtors & Creditors reconciliation

Roles & Work Profile:-

- To get billing in all branches with party prescribed limit.
- To opening of New Customer Account and verify documents.
- Take NOC from customer & make Full & Final with proper documents.
- Making MIS report Weekly, Monthly & Quarterly.
- Weekly Debtors reporting & follow up with sales person for payment overdue.
- Coordinate with branches and solve queries.
- Verification of sale register, sales return & customer outstanding on daily basis
- Debtor & Vendors reconciliation and balance confirmation with account statement
- Audit queries regarding debtors and sales
- General Accounting- Travel Claim, Logistics expenses verify and process for payment as per terms.
- Booking entries of Salaries, E.S.I.C, E.P.F, TDS, SERVICE TAX
- Branch Reconciliation with corporate books of accounts.
- Record day to day financial transactions and complete the posting process.

PREVIOUS EXPERIENCE:

Accounts executive in Jay Bhagwani Enterprises LLP (A Group of ND Biotech Pvt. Ltd.) from 01 Jan-2019 TO 15th January 2022.

EDUCATION

L.LB from Dr. Ram Manohar Lohiya Awadh University 2016-2019,55% Mark

CCC basic Computer course by Nielit New Delhi in 2015. 55% Mark

P.G. Diploma in Accountancy & taxation from BTE, Lucknow U.P in 2014. 70% Mark

B.Com. from Dr.Ram Manohar Lohiya Awadh University in 2011 with 59% Mark

12th From UP Board With PCM in 2007-2008, 54% Mark

10thFrom UP Board With Science in 2005-2006, 62% Marks

IT Well versed with MS-Office, Tally ERP,Prime & Busy

Accounting Software.

STRENGTH

Effective Managerial Skills, Good Team Player as well as individual performer

PERSONAL INFORMATION

Father's Name	Ramdev Yadav
Date of Birth	12 th July 1990
Linguistic Abilities	English and Hindi
Marital Status	Married
Permanent Address	Vill: Kurawan Post: -Kurawan, Dist: - Ayodhya UP -224158

DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge.

Date: -----

Place: -----

Ashish Kumar