

## SHIVAM KUMAR

Plot no. 45a & 46, K1 Extn. Mohan Garden, Delhi - 110059

M: 9555216749

Email: shivam.awasthi001@gmail.com

### PERSONAL INFORMATION:

Father's name : Sh. Ram Parvesh Awasthi  
Date of birth : 28<sup>th</sup> September 1993  
Nationality : Indian  
Sex : Male  
Marital Status : Married  
Languages Known : Hindi and English

### WORK EXPERIENCE:

NAME OF THE COMPANY	POSITION	DURATION
DPR CARGO PVT. LTD.	ACCOUNTANT	Working since 1 <sup>st</sup> July 2017 To till date.
MRITYUNJAY INNOVATIONS, DELHI ( A food ingredient manufacturer )	ACCOUNTANTS ASSISTANT	1 <sup>st</sup> January 2017 to 30 <sup>th</sup> June 2017

### PROFESSIONAL SUMMARY:

- Having over 6 **years of Experience** in the field of **Accounts and Auditing**.
- Worked as a team leader and also handled accounting assignments independently.
- Strong in ERP software (**GREEN TRANS , BUSY and TALLY ERP 9**) and in **Accounting Packages**

### Accounts Experience:

- Expertise in **GREEN TRANS** for the all the modules such as **Accounts Payable, Accounts Receivable**, Cash Management, General Ledger and Inventory Modules.
- **Customer, Vendor reconciliation** and payment follow ups.
- Experienced in preparation of monthly **Bank Reconciliation** statement (**BRS**).
- Prepare Monthly **Salary Sheet**, deduct and deposit **EPF, ESIC and TDS** as per company terms.
- Prepare all monthly clients **invoicing** as per the Quotation.
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement.
- Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management.
- Well versed in preparation of department wise Monthly Collection Report.
- Experienced in preparing financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement.
- Expertise in Preparation of monthly schedules.

### **Statutory compliance**

- GST Registration and Returns (GSTR 1, GSTR 3B).
- Preparation of ESI and PF data.

### **Audit Experience:**

- **Vouching** of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
- Verification of Banks Reconciliation Statements, Fixed Assets and Stock.

### **QUALIFICATIONS:**

- ❑ **B.Com from Sunrise University.**
- ❑ **CERTIFICATIONS**
  - **Certified Industrial Accountant form The Institute of Computer Accountants (ICA).**
  - **Microsoft Office** Specialist Certification, Excel 2013 – November 2013
  - **SAP FI** (SAPKA1, ACKA1, and ACKA2) Certified.

### **ACCOUNTING PAKAGES:**

- Tally ERP 9, Busy 14, SAP, Marg, MIPL, Green trance soft.

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Shivam Kumar