

# CURRICULUM-VITAE

**SURENDRA KUMAR**  
H NO 862/2 Govindpuri Kalkaji.  
**Group-A, Govindpuri**  
New Delhi - 110019

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## Career Objectives

To be associated with a professional organization that aims to achieve high and wherein I am able to give in the Best as per my potential thereby helping the organization grow and along the way grow as an individual.

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### HIGHLIGHTS

Extensive  
knowledge of  
Accounts Processes

Advance  
Experience of  
General Accounts

Extensive  
computer Skills.

Credit Controller  
(Finance)

Quick learner

Good inter personal  
skills and ability to  
work under  
pressure

Ability to build  
team environment

### Profile

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- Rich Experience of Financial Accounts.
- Ability to function as independently to achieve objectives.
- Excellent problem solving and troubleshooting skills.
- Demonstrated ability to manage All Kind of accounts.
- Auditing
- Good Knowledge of GST

### Expertise summary

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#### Accounts Skills

- Very good understanding of Computerized accounts.
- maintaining books of accounts
- Maintain Bank Reconciliation Statement
- Analysis the Financial Books

#### Computer Skills

- Computer Basics
- Microsoft Office (Word, Excel, Outlook)
- Well versed with internet
- TallyERP 9 Release 6.4.5

Soft  
communications  
Skill

Follow up with  
Clients

#### Academic qualification

- **MBA (FINANCE) from A.N College (Patna) of Magadh University Bodhgaya In the year 2012.**
- B.com (Hons.) from B.D. Evening College (Patna) of Magadh University Bodhgaya In the year 2009.
- 12<sup>th</sup> from Anjabit Singh College In the year 2006, Bikramganj (Rohtas)
- 10<sup>th</sup> from High school Tenduni In the year 2004, Bikramganj (Rohtas)

### Industrial Exposure

**ANAPURNA SHIPPING PVT LTD. New Delhi**  
**Senior Accounts & Finance Executive – 16/01/22 to till now**  
**Department: - Accounts.**  
**Profile: -Assistance Accounts Payable Manager**

**Responsibility: - Bank Reconciliation, Outward & Inward Remittance, Reconciliation of Advances & Debtors Quarterly, Monthly/Quarterly closures of Receivables, carry out billing collection and Reporting, assist with month-end closing, arranging various details documents of TAX Assessment, E-TDS, E- Payment of PF & ESIC, GST Data Prepare & Statutory Compliances**

**OCEAN KING SHIPPING SERVICES PVT LTD. New Delhi**  
**Senior Accounts & Finance Executive – 11/07/14 to 15/01/2022**  
**Department: - Accounts.**

**Responsibility: - Bank Reconciliation, Outward & Inward Remittance, Reconciliation of Advances & Debtors Quarterly, Monthly/Quarterly closures of Receivables, Carry out billing collection and**

**SATKAR LIGISTICS PVT LTD. New Delhi**  
**Senior Finance & Accounts Executive – 06/05/13 to till 10/07/2014**  
**Department: - Accounts.**

**Responsibility: -Shipping Line Payment, Bank Reconciliation, Outward & Inward Remittance, Debtors reconciliation, TDS & Service Tax Deposit**

#### **WORK EXPERIENCE:**

**(MORE THAN 4 YEARS WORK EXPERIENCE IN ACCOUNTS)**

**Presently I am working with ANAPURNA SHIPPING PVT LTD.**  
At Head Office, Jasola, New Delhi, as Assistant Account Manager from 16th Jan '2022 to Present.

#### **Company Background:**

**ANAPURNA SHIPPING PVT LTD.** is a well reputed & well-known Logistics Service Sector

**Job Profile / Responsibility:**

**Prepare:** Monthly Salary Sheet, Prepare & verify all Types of voucher i.e. Payment, Receipt & Journal Vouchers (Cash/Bank), Accounts Statement, Different type of MIS Reports, Preparation of Financial Statements, Bank Reconciliation Statement, Monthly Fund Reports, Prepare TDS detail on quarterly basis And GST Return files,

**Handling:** Monitoring Branch Expenses & Payments, Regulating Daily Bank Activity, Maintains PDA Balance at Port, Raise Forwarding Invoice's, Handle cash, Resolve Audit Point, prepare Profit & loss statement of forwarding, Handle overseas agents , prepare fund report on weekly basis, Assist make balance sheet.

**Personal summary**

Date of Birth:	Jan 02, 1988
Father's Name:	Shri. Kamal Singh
Marital Status:	Married
Language Known:	English, Hindi
Hometown	Bikramganj (Bihar)

(SURENDRA KUMAR)

