

# Mohit Kumar

Badarpur South East Delhi, Delhi, 110044 • 9968505288 • mohitkumar\_jb@yahoo.in

Experienced finance and accounting professional with a strong background in financial reporting, reconciliation, and tax compliance. Skilled in SAP FICO, PSC ERP, Tally Prime, and EazyERP with over 13 years of experience in diverse industries. Proven ability to manage accounts, optimize financial processes, and collaborate with cross-functional teams to achieve organizational goals.

## Experience

2023 – PRESENT

**Sr. Associate -Finance & Accounts | Kal Group Private Limited | Noida, Uttar Pradesh**

- Month & year closing accounting activity.
- Prepare Balance sheet Reconciliation.
- Prepare and review financial statements and reports on a monthly and quarterly basis.
- Prepare GL schedules and update on a regular basis, including prepaid expense schedules, advances from customer schedules, and rent schedules, etc.
- Approved purchase, Debit & Credit notes.
- Maintaining fixed assets register & passing Capitalization and Disposal entry in Books of accounts
- Preparation of various Accounting Reports like Ageing Analysis, Income& Expenses Statements.
- Prepare GL reconciliation, Inter unit & related party reconciliation
- E-filing work for ITR Returns, TDS Returns, GST Return (GSTR-01, GSTR 3B, GSTR-09)
- Manage the offshore accounting support team, Accountant.

APRIL 2018 – JUNE 2023

**Assistant Account Manager | Mk Lide Auto clutch Industries Private Limited | Faridabad, Haryana**

- Profit & Loss and Balance sheet finalization with Company Statutory Auditor
- Monthly & annual MIS
- Inventory Valuation
- Coordinating with vendors and customers to resolve issues effectively and foster strong, healthy relationships
- Banking, coordinate with bank for Letter of credit & Bank grantee
- Prepare documents for income tax cases, working on cases, with CA
- Preparation of various Accounting Reports like Ageing Analysis, Income& Expenses Statements
- Inter unit & related party reconciliation
- Prepare Statutory Reconciliations like GST Turnover, GST input/Output, TDS, ESI, PF, Salary, bonus Etc
- Month & year closing accounting activity
- Assigning entries to proper accounts for taxation, Preparing tax sheets (TDS, GST)
- Review the work done by subordinates on a daily basis
- Managing OEM Parties related Issue
- Monthly & annual MIS (Inventory Valuation according to step of process)
- Advance tax working and Depositing
- Approved Sale, purchase, Debit & Credit notes
- E-filing work for ITR Returns, TDS Returns, GST Return (GSTR-01, GSTR 3B, ITC-04, GSTR-09)
- Scrutiny of accounting Ledger Scrutiny & writing off balances of Inactive clients & suppliers
- Monitoring of Correct classification of Purchase i.e BOP, RAW, Packing & consumable Item
- Maintaining fixed assets register & passing Capitalization entry in Books Of accounts

- Accounts Payable Monthly Outstanding Reports
- Reconciliation of Sundry Creditor (with Purchase Deptt.) & Sundry debtor (with Sales Deptt.)
- Avoiding outstanding expenses, suspense accounts and managing the Misc.

JULY 2012 – MARCH 2018

**Account Officer | Techno Automobile Private Limited | New Delhi, Delhi**

- Preparation of various Accounting Reports like Ageing Analysis, Income & Expenses Statements
- Bank Reconciliation Statement etc.
- Preparing and analyzing accounting records and financial statements reports
- Handling all payable receivable accounts
- Managing vendor accounts, vendors agreements, work order, purchase orders
- Avoiding outstanding expenses, suspense accounts and managing the Miscellaneous Expenses
- Assigning entries to proper accounts for taxation, Preparing tax sheets
- E-filing work for ITR Returns, TDS Returns, GST Return
- MCA Site Works, maintain all the Reports and data, of relevant company
- Working on application for DSC, DIN services
- Working on provisional/projected Balance Sheets, with their annexure
- Maintain all the necessary reports related to accounts
- Prepare documents for income tax cases, working on cases, with CA

JANUARY 2011 – JUNE 2012

**Account assistant | DTDC Couriers & Cargo Limited | Noida, Uttar Pradesh**

## **Skills**

- Documentation & Reporting: MIS Reporting, Inter-Company Reconciliation, Fixed Assets Management
- Compliance & Taxation: GST, TDS, Income Tax, PF, ESI
- Accounting Software: SAP FICO, PSC ERP Software, Tally Prime, EazyERP
- Financial Reporting: Financial Statements, Reconciliations, Inventory Valuation
- Soft Skills: Calm, decisive, and a good listener

## **Education**

- MBA (F&OP.) | Swami Vivekanand Subharti University
- M.com | IGNOU
- B.com | Delhi University
- CAT course form ICMAI