

VIKASH KUMAR

WZ914, PALAM VILLAGE
Dada dev Road
New delhi-110045
Mob no- +91 7982252358

E-Mail: vjha9564@gmail.com

CAREER OBJECTIVE

I want to be a part of a professionally managed company where I can prove myself against challenging job, responsibilities & can put my best efforts to try my level best as and when demanded by the circumstances.

TECHNICAL KNOWLEDGE

- ❖ Tally Prime, ERP, Tally 9, Tally 7.2
- ❖ Busy
- ❖ Basic Knowledge of Computer and internet

EDUCATIONAL SUMMARY

- ❖ **B.COM** Account(H) from LNMU Darbhanga, Bihar in 2017
- ❖ **12th** from **BSEB** Board in 2014
- ❖ **10th** from **BSEB** Board in 2012

WORK EXPERIENCE

- ❖ Currently working as Sr. Account Executive in **SPG GLOBAL LOGISTICS**, since April 2022

Responsibilities: -

- Maintaining books of accounts in Tally Prime.
- Manage & Reconciliation of Accounts Receivables/Payables.
- GST reconciliation for return process.
- TDS Payment, and reconciliation for return process.
- TDS Reconciliation as per 26AS.
- Preparation of payment list & creditors list for requirements of funds.
- Track and record expense and reconcile accounts to maintain accurate, current and compliant financial records.
- E-Invoices, Remittance
- GST Return Processing-GST-R1, 3B
- Reconciliation of Bank Statement
- Remittance
- ITR Processing.
- Billing, E-Invoices

- ❖ 2 year 7 Months of experience as Account Executive in **M.R CARGO** at Mahipalpur since Aug. 2019

Responsibilities: -

- Maintaining books of accounts
- Preparation of Bank Reconciliation on monthly basis
- Remittance
- Billing.
- GSTR 2A reconciliation on monthly basis.
- Payment of TDS liability on monthly basis.
- Handling petty cash regularly.
- Maintaining, controlling the expenses of the company.
- Reporting daily, weekly and monthly as per the requirement of the management.
- Preparation of Bank Reconciliation on monthly basis
- Day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up with clients
- Preparation of Bank Reconciliation on monthly basis
- GST Reconciliation on monthly basis

- ❖ 2 years of experience as Accountant since July. 2017 in **Dhanraj kesari & CO (Chartered Accountants)** at Laxmi Nagar

Responsibilities: -

- Tally Prime.
- GST Reconciliation on monthly basis
- Payment of TDS liability on monthly basis
- GSTR 2A reconciliation on monthly basis.
- Preparation of Bank Reconciliation on monthly basis.
- Preparation of Bank Reconciliation on monthly basis
- ITR Processing
- Reconciliation of Bank Statement
- Knowledge of GST Return Filling

HOBBIES

- ❖ Cricket sports
- ❖ Making new friends

STRENGTH

- ❖ Ability to think on feet and make the right decisions under pressure.
- ❖ Willing to be responsible and accountable for any success or failure.
- ❖ Never say die Attitude.

PERSONAL PROFILE

Father's Name	Mr. Ganpati Kuwar
Mother's Name	Mrs. Sita Devi
Date of Birth	2 st Nov. 1995
Marital status	Un-Married
Nationality	Indian
Gender	Male

DECLARATION

I assure that above information is correct to the best of my knowledge & belief.

Date:

Place:

VIKASH KUMAR