

# CURRICULUM VITAE

## MUKESH KUMAR

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Najafgarh New Delhi-110043

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### Career Objective

Experienced and detail-oriented Accountant with over Eight years of experience managing the day-to-day accounting operations, maintaining records, and preparing financial reports. Proficient in Tally ERP 9, Tally Prime, MS Excel, and various e-commerce vendor portals. Seeking to leverage my skills and experience to contribute effectively to a dynamic organization.

### Edu. & Qualification

- Bachelor of Commerce (B.Com), Delhi University
- 12th Passed, C.B.S.E Board
- 10th Passed, C.B.S.E Board

### Professional Qualification

- **Accounting Software:** Tally ERP. 9, Tally Prime, Unify, CBO Pharma.
- **Microsoft Office:** MS Excel, Outlook, Word.
- **E-Commerce Platforms:** Flipkart, Amazon, Walmart, Aditya Birla.
- Strong analytical and reconciliation skills.
- Excellent communication and interpersonal abilities.
- Detail-oriented and highly organized.
- Ability to work under pressure and meet tight deadlines.

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### Job Responsibilities:

- Maintained day-to-day accounting operations.
- Kept detailed records of Sales, Purchases, CN/DN, GST Input, RCM, and others.
- Reconciled bank accounts, customers, and suppliers.
- Issued sales invoices to parties.
- Prepared staff salaries and filed EPF & ESI returns.
- Inward & Outward Remittance, BOE Submission.
- Prepared accounts receivable/payable reports for senior management.
- Released payments to suppliers, salaries, and impress money.
- Filed GST R-1 & GSTR-3B.
- Conducted GST input reconciliation.
- Filed ITR (1 & 4).

- Ensured timely payment of TDS, TCS, and other utilities.
- Cooperated with auditors to finalize financial accounts, including Balance Sheet & Profit and Loss Account.

## Professional Experience

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Apr-23 to Till Date

Flaps Aviation Pvt Ltd

Manager-Accounts

Industry Type: - Service Sector ("Aviation Industries")

- Maintained day-to-day accounting operations.
- Kept detailed records of Sales, Purchases, CN/DN, GST Input, RCM, and others.
- Reconciled bank accounts, customers, and suppliers.
- Issued sales invoices to parties.
- Inward & Outward Remittance, BOE Submission.
- Prepared staff salaries and filed EPF & ESI returns.
- Prepared accounts receivable/payable reports for senior management.
- Released payments to suppliers, salaries, and impress money.
- Filed GST R-1 & GSTR-3B.
- Conducted GST input reconciliation.
- Filed ITR (1 & 4).
- Ensured timely payment of TDS, TCS, and other utilities.

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Mar-22 to Apr-23

Himalayan Ales Private Limited

Executive-Accounts

Industry Type: - Liquor ("White Rhino" Brand)

- Maintained day-to-day accounting operations.
- Prepared bank reconciliation.
- Conducted customer/supplier ledger reconciliation.
- Kept records of purchases, CN/DN, GST input, RCM, and others.
- Filed GSTR-1 & GSTR-3B.
- Managed TDS, TCS, and other utility payments on time.
- Prepared accounts receivable/payable reports for senior management.
- Prepared purchase orders.
- Made vendor, salary, and impress payments.
- Cooperated with auditors for finalizing financial accounts (Balance Sheet & Profit and Loss Account).

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Nov-2019 to Feb-2022

Grand Chemical Works

Accounts Executive

Industry Type: - Manufacturing of Phenyl ("Gainda" Brand)

- Managed day-to-day accounting operations.
- Prepared daily bank reconciliation.

- Conducted customer/supplier ledger reconciliation.
- Kept records of purchases, CN/DN, GST input, RCM, and others.
- Filed GSTR-1 & GSTR-3B.
- Managed commercial operations.
- Ensured timely payment of TDS, TCS, and other utilities.
- Prepared accounts receivable/payable reports for senior management.
- Managed vendor payments.
- Cooperated with auditors for finalizing financial accounts (Balance Sheet & Profit and Loss Account).

May 2017 to April 2019

Accounts Executive

Varun Gupta & Co.

Industry Type: - Civil Constructions / Works Contract

- Maintained day-to-day accounting operations.
- Prepared purchase book, sales book, and journal book.
- Managed vendor payments.
- Prepared salaries with ESI & EPF payments.
- Created debtors & creditors ageing reports.
- Filed GST R-1 & GSTR-3B.
- Ensured timely payment of TDS, TCS, and other utilities.

July 2015 to March 2017

Internship

JMD Enterprises

Industry Type: - Trading/ Distributorship

- Issued sales invoices to parties.
- Prepared cash ledger and all journal vouchers.
- Maintained petty cash daily.
- Prepared purchase book, sales book, and journal book.
- Prepared accounts payable & receivable information.
- Created debtors & creditors ageing reports.

### **Personal Information**

Name	:	Mukesh Kumar
Father's Name	:	Mr. Vinod Kumar
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married
Date of Birth	:	10/07/1995
Language Know	:	Hindi & English

**Place: New Delhi**

**Date:**

**(Signature)**  
**Mukesh Kumar**