

# AMAN KUMAR PAL

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***Seeking a challenging and growing position in Finance sector that will enable to utilize my experience, organizational skills in achieving financial discipline and thereby contribute towards business excellence.***

I Have **8+ years** of experience in Finance sector with expertise in **Managing ledger and Balance Sheet with financial Statement**. Self-motivated, Quick learner, adept in learning new technologies, ability to work in both independent and collaborative work milieu.

- Ability to analyze, organizes, and manages challenging projects that promote growth through individual and product achievemet.
  - Exceptional blend of creative/innovation skills and sharp analytical skills
  - Prioritize and manage multiple tasks within schedule parameters
  - Adroit at learning new concepts quickly, working well under pressure and communicating ideas clearly andeffectively.
- Friendly with an upbeat attitude

## 1.- HAKIMUDDIN INDUSTRIES

(Sep'21,- Present)

**Thermocol Manufacturer and Exporters.**

***(Asst. Account Manager)***

**Key Deliverables:**

- Preparation & Consolidation of various financial reports, Debtors and Creditors control Accounts; Advances & Recoveries control Account, etc. for the Management for their internal review and control.
- To liaison with Bank for services, processing charges and various matters related Bank Statement.
- Manage Employees PF and Esic Accounts.
- Good experience in MS Excel (Pivot Table , Filter , V & H Lookup ) .
- Monthly Filing GST Returns (GSTR 1, GSTR 3B).
- Maintain Payroll in Tally.
- Maintain Employees Salaries' and Create Pay slip.
- Reconciliation for Gstr-2a & ITC IN GST
- Intercompany reconciliation with its Outstanding
- Bank Handling with reconciliation.
- Journal Voucher entries for party Ledger Settlement.
- Handling I Also Do yearly Company Audit.
- Deducted TCS and TDS.
- Generate ASN and ARN.

## **PROFESSIONAL EXPERIENCE**

**BRS REFINERIE**

**(Mar-03, 2021- SEP-20, 2021)**

**Importers & Manufacturers of Edible Oil (Hyderabad - Telangana)**

***(SENIOR ACCOUNTANT).***

- Manage Stock and Prepare Stock Report.
- Prepare GST Data GSTR-3b and GSTR-1.
- Reconciliation for Gstr-2a & ITC IN GST
- Sales & Purchas Billing Entry in Tally Erp.9
- Handling Purchas and Make Billing.
- Prepare P&L statement monthly.
- Bank handling with reconciliation.

**IDEAL BEST FOODS INDIA PVT LTD (December'01, 2019- Feb'28,2021)**

***(Asst. Account Manager (Reporting to GM Finance)***

## Key Deliverables:

- Monthly Filing GST Returns (GSTR 1, GSTR 3B).
- Reconciliation for Gstr-2a & ITC IN GST
- Sales & Purchas Billing Entry in Tally Erp.9
- Intercompany Data reconciliation.
- According to Party Wise Dr. & Cr. Cash Discount.
- Booking of sales and purchase as per **SAUDA** of Wheat and Finished goods
- Bank handling with reconciliation.
- Also Generated Dr. and Cr. Note.
- Reconcile Data Plant & Head Office.
- Maintain & Handling Brokerage Report for Separate Broker accounts.
- Monthly Data Reconcile Sales & Purchas.

**SONU INDUSTRIES PVT LTD**

**(June' 1st,2016-nov,25<sup>th</sup> 2019)**

### ***(SENIOR ACCOUNTANT)***

Established in 1999, SONU INDUSTRIES's Namkeen has successfully captured the soul of Gwalior & MP culture, and the essence of Spices in the taste of variety of Namkeen and snacks have a great combination. Today SONU industries' Namkeen is one of the distinguished and leading brands in all MadhyaPradesh.

## Key Deliverables:

- Maintaining of all General Ledger of company
- All Accounting Transition with TallyERP9.
- All journal voucher entries in Tally on daily basis.
- Prepare Cash Register.
- Maintaining Bank Reconciliation System.
- Filling GST Return for Portal GSTR-1 & GSTR-3B and Reconcile GSTR-2A and ITC In GST .
- Apply for New GST Registration and Any Amendment in GST Related.

**CHARTED ACCOUNTANT (GWALIOR M.P)**

**(May'21st,2015-May,28<sup>th</sup> 2016)**

## (ACCOUNTS EXECUTIVE)

- ☐ Preparation for Deduct TDS for 26AS In Income Tax Portal.
- ☐ Preparation & Filing of ITR Returns (1 ,2 ,4).
- ☐ Knowledge for VAT and Generate C form .
- ☐ Assisting in Preparation of The Monthly Management Accounts and Providing Relevant Analysis.
- ☐ Prepare Provisional Balance Sheet

## COMPUTER PROFICIANY

- MS Office.
- Internet Applications.
- Tally Prime.
- Tally ERP – 9
- SIFA Software.

## EDUCATIONAL CREDENTIALS

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- ☐ **B. Com** in 2015-18 batch from JIWAJI University Gwalior
- ☐ 10+2 from (MP Board Bhopal) With Math's.
- ☐ 10<sup>th</sup> from (MP Board Bhopal)

## ACHIEVEMENTS & ACTIVITIES

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- Part of the Financial Planning Team that coordinated the University Annual Cultural Fest and Sports Fest
- Active member of the JIWAJI University Gwalior Finance Club for the year 2018
- Participated in the inter college cricket tournament at

higher secondary level

- Got the award for the Best Poet in the Inter College Competition
- Conducted various competitions at School level, like the annual function, sports events.

## PERSONAL PARTICULARS

Date of Birth : 01-07-1996  
Languages Known : English and Hindi.  
Permanent address: Om Nagar, Mohite Garden  
Ke Pass Koteswar Road Gwalior (M.P.)  
Current Location : Pithampur, Indore (M.P)  
Current Package : 5.06 LPA  
Total Experience : 8 + Years  
Notice Period : 30 Days

DATE:

(AMAN KUMAR PAL)