

CURRICULUM-VITAE

Abhishek Khandelwal

H.N.-23A, Laxmi Villas Colony

Rudrapur, (Uttaranchal).

Mobile: +91 7417518902,7906926595

asvkhandelwal@gmail.com

Self-Profile:

- Highly Enthusiastic, confident and hardworking person with new ideas and concepts. Loyal and responsible towards my work. Interested to work in team as well as individually.

Above all, my positive attitude towards various circumstances makes my personality different from others.

Objective:

- Looking forward to a challenging opportunity with scope to lead, conceive new ideas and a global work exposure in an organization that fosters team spirit, leadership, and learning and provides growth prospects to outstanding achievers.

Having Thirteen Year experience in Accounts Sector

Nagesh Industries (Micromax Vendor)

16 Dec-17 to till date

Assistant Manager Accounts

Profile:

Taxation

- GST Return file online i.e. GSTR-1,GSTR 3B,
- Qtr return of TDS
- Issue and submission of various Sale Tax Form –`C`,
- Online E-Way Bill Generate

Payable

- Monthly creditor's payment report arrear wise & handling with them.
- Check all Reconciliation of creditors and solve their quarry.
- Purchase Order Generated

Receivable

- Outstanding preparation of Customers on weekly basis.
- Checking of all Reconciliation of debtors and rectification of discrepancies on monthly basis.
- Sales bill generated in Busy Software
- Sales Order Prepared

Others Activities

- PO Creation.
- Invoice Creation.
- Stock Reservation.
- Follow up with Vendor's for Goods.

Pratishtha Dairy Farms Pvt.Ltd

May-15 to 15 Dec-17

Sr.Executive Accounts

Profile:

Taxation

- Issue and submission of various Sale Tax Form – 'C',
- Issue and submission ST. Form 38 (Road Permit).
- Sales Tax Deposit
- Sales Tax Return on Qty Basis

Payable

- Monthly creditor's payment report arrear wise & handling with them.
- Check all Reconciliation of creditors and solve their quarry.
- Bank Reconciliation and dealing with bank staff.
- Purchase bill generated of Milk in Company Software
- Milk Payment given every week

Receivable

- Outstanding preparation of Customers on weekly basis.
- Checking of all Reconciliation of debtors and rectification of discrepancies on monthly basis.
- Sales bill generated in Tally

Farmech Foods Pvt.Ltd. Bilaspur

April-14 to April-15

Sr.Executive Accounts

Profile:

Taxation

- Issue and submission of various Sale Tax Form –`C`,
- Issue and submission ST. Form 38 (Road Permit).

Payable

- Monthly creditor's payment report arrear wise & handling with them.
- Check all Reconciliation of creditors and solve their quarry.
- Bank Reconciliation

Receivable

- Outstanding preparation of Customers on Daily basis.
- Checking of all Reconciliation of debtors and rectification of discrepancies on monthly basis.

Radico Khaitan Limited, Bazpur

June-13 to March-14

Executive Accounts (SAP-FI MODULE).

Profile:

Taxation

- Monthly Deposit of Sale Tax
- Preparation & Reconciliation of Vat Input & Output Tax Credit Statement with Sap GL.
- Issue and submission of various Sale Tax Form –`C`, Form-`11`and Form `F`.
- TDS/TCS Deposit & Return File.
- Issue and submission ST. Form 16 (Road Permit).

Payable

- Monthly creditor's payment report arrear wise & handling with them.
- Fund management according to analysis of creditors schedule two times in every month.
- Check all Reconciliation of creditors and solve their quarry.
- Check all debit & credit note and supplementary invoices.
- Bank Reconciliation and dealing with bank staff.

Receivable

- Outstanding preparation of Customers on weekly basis.
- Checking of all Reconciliation of debtors and rectification of discrepancies on monthly basis.
- All working on rate increase and decrease as per purchase order amendment and issue supplementary invoice according to exercise.
- Checking and posting properly of all Debit and Credit note raised by customer.

Others Activities

- Preparation of Comparative.
- PO Creation.
- Purchasing of Engineering Goods.
- Invoice Creation.
- Stock Reservation.
- Preparation of GRN.
- Physical Stock of Inventory with Production Personnel.
- Follow up with Vendor's for Packing & Engineering Goods.

BTC INDUSTRIES Limited, Rudrapur

June-12 to May-13

Profile:

- Auditing of Books
- Auditing of Stock

Neel Metal Products Limited, Rudrapur

28th Feb 07 to 15th May-2012

Executive Accounts (SAP-FI MODULE).

Profile:

Taxation

- Monthly Deposit of Sale Tax
- Preparation & Reconciliation of Vat Input & Output Tax Credit Statement with Sap GL.
- Issue and submission of various Sale Tax Form – `C`, Form-`11`and Form `F`.
- TDS/TCS Deposit & Return File.
- Issue and submission ST. Form 16 (Road Permit).

Payable

- Monthly creditor's payment report arrear wise & handling with them.
- Fund management according to analysis of creditors schedule two times in every month.
- Check all Reconciliation of creditors and solve their quarry.
- Check all debit & credit note and supplementary invoices.
- Bank Reconciliation and dealing with bank staff.
- Making cash flow statement & Fund flow on monthly basis.

Receivable

- Outstanding preparation of Customers on weekly basis.
- Checking of all Reconciliation of debtors and rectification of discrepancies on monthly basis.
- All working on rate increase and decrease as per purchase order amendment and issue supplementary invoice according to exercise.
- Checking and posting properly of all Debit and Credit note raised by customer.

Summary of Skills:

- Ability to coordinate with the onsite team.
- Ability to verbally communicate effectively with their team/clients and understand basic instructions given orally.
- Able to use SAP, Tally, Word, Excel.

Educational Qualification:

- Year : 2004
- Degree : M.Com
- Division : 2nd (Second)
- College : Hindu Collage Moradabad (U.P)
- University : M.J.P Rohaikhand University Bareilly.

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- Year : 2002
- Degree : B.Com
- Division : 2nd (Second)
- College : Hindu Collage Moradabad (U.P).
- University. :M.J.P Rohaikhand University Bareilly.

- Year : 1997
- Class : Intermediate
- Division : 2nd (Second)
- College : R.N.Inter Collage Moradabad (U.P).
- Board : U.P. Board.

- Year :1995
- Class : High School
- Division : 2nd (Second)
- College : R.N.Inter Collage Moradabad (U.P).
- Board : U.P. Board.

Computer Skills:

- Packages : MS-Office, Tally, ERP & SAP
- Typing : English

Personal:

- Father's Name : Shri Suresh Chandra Khandelwal
- Date of Birth : 14TH AUG 1980
- Present Address : 23-A,Laxmi Villas Colony
Rudrapur (U.S.Nagar)
(Uttarakhand)
- Language Known : Hindi, English
- Hobbies : Playing Chess, Cricket, Music, Travelling

Date :**Place :Rudrapur****(Abhishek Khandelwal)**