

ROHIT KUMAR

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Contact Address: Badu Zai First,Shahjahanpur Uttar Pradesh - 242001



CAREER OBJECTIVE

- I seek challenging opportunities where I can fully use my skills for the success of the organization.
- To contribute organization my best which is expected from myself and for which i have been given responsibilities.

Areas of Expertise:

- ◆ Microsoft Word, Microsoft Excel, Microsoft Outlook, Proficient with Working on Internet.
- ◆ Tally 9.0, Tally ERP 9.0 (Latest Version).
- ◆ Microsoft Dynamics NAV (ERP)
- ◆ MIS/Report Generation & Analysis
- ◆ Browsing, Outlook Expertise for Official Mailing.

PROFESSIONAL EXPERIENCE

Company : G.SURGIWEAR LIMITED
Designation : Senior Accounts Executive
Duration : April 2014 to till date
Location : Shahjahanpur (Uttar Pradesh)

ROLES & RESPONSIBILITIES:

➔ Accounting & Book Keeping:

- Manage all accounting GST Ledger Entries, Reconcile Accounts Payable and receivable, Bank

Reconciliation, Credit note issue, Debit note Issue, Posting in tally Purchase invoice, sales Invoice, bank payment, cash payment, Journal Voucher and Marketing Expenses Statement voucher duty verified and approved/Making Invoice and sent to Debtors/All types voucher entry in computer on daily basis/Preparation of Bank Reconciliation/Maintain Petty Cash,& Reconcile Regular Basis.

➔ Statutory Guidelines/Preparation & Computations:

Return Preparation of GSTR-3B, GSTR-1 and GSTR-2A match tally data,/ Tds challan payment, Tds return filing Quarterly,/ PF & ESI challan payment on monthly basis.

➔ Key Responsible Areas

Reconciliation Cash & Bank/Distribution Salaries/Making Payment of Govt. dues & Taxes on time /Reconciliation Sundry Debtors & Creditors, Vendors/Inter Branch Reconciliation/Monitoring Branch Imprest Expenses/Submission of various MIS Report Related on Purchase, Sales Collection, and stock & Outstanding/Preparation for internal audit/Handling all the responsibilities up to finalization of Balance Sheet for Internal & External audit purpose.

SYNOPSIS:-

- ◆ Professional outlook with effective communication skills.
- ◆ Strong ability to adapt in working conditions.
- ◆ Self-motivated, Confident & ability to grasp new things quickly.
- ◆ Disciplined & Punctual in achieving the assignment given.

PROFESSIONAL CERTIFICATION

S.No.	DESCRIPTION	INSTITUTION	YEAR
1	(Course on Computer Concepts CCC)	(NIELIT)	2016
2	Tally ERP9.0	Tally Academy	2015
3	Advance Diploma in Computer Applications('A.D.C.A')	Global Computer Education.	2015

EDUCATIONAL QUALIFICATION

S.NO	DESCRIPTION	BOARD/UNIVERSITY	YEAR
1	Master Degree(M.Com.)	M.J.P.Rohilkhand, Bareilly	2013
2	Graduation(B.Com)	M.J.P.Rohilkhand, Bareilly	2011
3	Intermediate(12 th)	U.P Board, Allahabad	2008
4	High School(10 th)	U.P Board, Allahabad	2006

PERSONAL DETAILS

Date of Birth : 30th June 1992
Father's Name : Kishan Lal
Mother Name : Sheela
Marital Status : Single
Sex : Male
Languages known : Hindi & English
Permanent address : Badu Zai First Near Mangal Singh Theki, Shahjahanpur,
Uttar Pradesh-242001

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date:

Place:

(ROHIT KUMAR)