

I aspire to be a versatile, dedicated and responsive financial professional with a proven track record of achievement with a strong focus on developing and implementing effective corporate strategies that aid in robust business growth, currently looking for opportunities to utilize my experience and qualifications in further facilitating an Organization's ongoing financial and overall success.

Professional Synopsis

- ❖ A result driven professional with over 7years' experience in Finance & Accounts.
- ❖ Presently working with Gungho Group as officer in Finance & Accounts.
- ❖ Experience in arranging for timely deposit and filing of returns under GST, TDS, Sales Tax, & Service Tax Acts, coordinating with Government Officials for timely completion of assessment.
- ❖ An effective leader with good communication, analytical, team building and relationship management skills.

PROFESSIONAL EXPOSURE

1. Gung-Ho Group – Event Management Company (Delhi) – Nov, 2015 to Present
Designation: Sr. Accounts officer

- ❖ Handling all work related to GST, Preparation of data from basic to finalization, filling of GST return.
- ❖ Coordinating with GST & Income tax officials regarding their issues.
- ❖ Successfully conducted income tax assessment of company and individuals
- ❖ Project Accounting with Cost Centre
- ❖ Manage vendor accounts, generating weekly on demand cheque;
- ❖ Process of Claims, Purchase orders, accounts receivable invoices & preparing invoices for payment.
- ❖ Arranging of finance for the projects undertaken, monitoring and controlling the cash flow of the organization as a whole.
- ❖ Approving the Budgets and cash flows for the projects undertaken and checking the financial viability of the new projects.
- ❖ Implementing various controls to check the utilization of funds.
- ❖ Preparing MIS for various branches of the organization for a variety of projects. MIS includes reporting on profitability of the branch, cash flow statements, fund flow statements, Calculation of Tax Liability towards VAT & Service Tax, funds collected on behalf of the branch. etc.
- ❖ Preparation of various reports such as Purchases & sales report to monitor stocks and revenue generation, weekly performance report of individual sales manager.
- ❖ Handling accounts up to finalization.
- ❖ TDS and Service-tax related Filing;
- ❖ Performing various task on day to day basis in Accounting using Tally ERP.9;
- ❖ In charge of the reconciliations of all bank accounts;

2. Spectrum Signages Pvt. Ltd. (Delhi) – Aug, 2013 to Nov-2015
Designation: Sr. Accountant

- In charge of the reconciliations for 5 large bank accounts;
- TDS and Service-tax related Filing;
- Preparation of MIS and reporting the same to the management;
- Manage vendor accounts, generating weekly on demand cheque;
- Process of Claims, Purchase orders, Raising accounts receivable invoices & preparing invoices for payment.
- Handling accounts up to finalization.
- TDS and Service-tax related Filing;
- Performing various task on day to day basis in Accounting using Tally ERP.9;

3. Waho Surgical Sales (Delhi) – Aug, 2012 to Nov, 2013
Designation: Accountant

- Day to Day Accounting (Tally Erp9);
- Bank Reconciliation Statement;
- VAT & CST Process;
- Process of C –Form;
- Vendor reconciliation.

EDUCATIONAL QUALIFICATIONS

COURSE	INSTITUTE/UNIVERSIT
Pursuing MBA (Finance)	Sikkim Manipal University
Commerce Graduate	CCS University
Intermediate	U.P. Board

PROFESSIONAL QUALIFICATIONS

- **Diploma in CIA+ (Certified Industrial Accounting) from ICA (Institute of Computer Accountant) - Delhi**
Duration - 01 Year
Content – Taxation, Financial Accounting, Payroll and Portfolio Management, Business Computer Application, Registrar of Companies Work, Effective Communication
- **Certificate Course in E – Accountant from “WEBTEL” - Delhi**
Duration – 3 Months
Content – E-Filling,
TDS
VAT
Service tax
- **Familiar with SAP**

TECHNICAL PROFICIENCIES

- **Tally – Version efficiency - ERP – 9.0, 5.4, 7.2
- **Software - Direct Tax – (Income-Tax, TDS)
Indirect Tax – (Sales – Tax, Excise, VAT, Service – Tax)
- **MS – Office - Word, Excel & Power-point

AWARDS & ACCOLADES

- Participated and awarded in various events at school and college level in dance and quiz competition.

PERSONAL DETAILS

Name: Vikash Kumar
Father's Name: Shri Ravi Karan Singh (Government Servant)
Mother's Name: Smt. Anita (Home-maker)
Nationality: Indian
Date of Birth: 16/08/1988
Marital Status: Married
Present Address: H-187 Khasra No 114/2 GF Rajpur Khurd Ext- New Delhi-110068
Permanent Address: Nibhera, Post- Manglore Distt. Bulandshahr -203150

Reference: Available on request

PLACE: DELHI

VIKASH KUMAR