

Curriculum Vitae

Kanhaiya Lal

Chhata Mathura UP.281401

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I am an accountant with 6+ years of professional experience in all fields of accounting. I am an able of working of Closing of financial accounts and handling office management. I am also took the responsibility of accounting, in the organizations I worked in my career.

Objective:

I want to apply myself with, full dedication and dynamism to become backbone of a growing and esteemed organization, which offers professional environment with creative freedom, systematic approach and practical challenges.

Qualification:

- BBA. Passed From Dr. B.R.A. University, Agra in 2015.
- 12th Passed from U.P Allahabad board in 2012
- 10th Passed from U.P Allahabad board in 2010

Computer Knowledge:

- One Year Course Diploma Computer Application & Accounting

Work Profile

Accounts

- ✓ Accurate and Fast Accounting & P O Handling ,Dyeing Department

Finance

- ✓ Dealing with banks and other regulatory authorities.
- ✓ Variance analysis of profits

Working Experience:

- Currently Work with **KB Polychem India Ltd. Chhata, Mathura** as Accounts Assistance since Jan 2022.It is Paint Manufacturing Company.

The main responsibilities are:

- Dispatch
 - Local Purchase
 - Cash Handling
 - Handle Payments related activities
 - Vouchers, Book Keeping, Venders Payments, Ledger Reconciliation etc.
 - Maintain daily basic entries (JV/AP/AR etc.), accounting record
- Worked with **Jain cord industry pvt ltd chhata** as Accounts & purchase department since April 2018

The main responsibilities are:-

- Handling Books of Accounts
- Handle Receipts, Payments and all allied activities
- Vouchers, Book Keeping, Vendors Payments, Ledger Reconciliation etc.
- Maintain daily basic entries (JV/AP/AR etc.), accounting record
- Posting of month end entries.
- Maintain Stock Register
- Preparation of Various reports like Stock reports, Debtors Creditors reports etc.
- Prepare GST Bill Invoice, Purchase Invoice
- Passing Debit Note, Credit Note Entry
- Mandi Samiti work

➤ Worked with **SGV Foils Pvt Ltd** Sekri Ballabgarh as Accounts Assistance. From April 2016 to March 2018. The main responsibilities are:- dispatch & accounts billing

➤ **Jain Cord Industry Pvt Ltd** Kosi kalan Chhata as P O Department & Dyeing & Lab Dip Maintain & Dyeing Details Maintain. If a party worker used to dye his goods, then I had to see his full details.

- Handling Books of Accounts
- Handle Banking, Receipts, Payments and all allied activities
- Prepare report of Claim Settlement for the company & Debtors.
- Maintain Stock Register
- Maintain daily basic entries like JV/AP/AR ,accounting record
- Preparing monthly E-return file which are necessary for E-return
- Bank reconciliation
- Vouchers, Book Keeping, Vendors Payments, Ledger Reconciliation etc.
- Preparation of Various reports like Stock reports, Debtors Creditors reports etc. Controlling Payment received from Debtors
- Monitoring the status of debtor/creditors balances & following Up with payment recoveries.

Personal Details:

Name	:	Kanhaiya Lal
Father' Name	:	Sh. Teekam Singh
Date of Birth	:	10-06-1996
Permanent Address	:	Chhata Mathura UP.(281401)
Nationality	:	Indian
Marital Status	:	Married
Language Known	:	English & Hindi
Notice period.	:	15 Days
Current CTC	:	25,000
Expected CTC	:	35,000
Current Location	:	Mathura (U.P)

Date:

Place:

(Kanhaiya)

