



AJAY KUMAR

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Objective

Seeking a challenging position in the field of Finance and Accounts, Taxation or Auditing, strive for excellence, with a positive attitude that will fully utilize my skills for the fulfillment of organizational goals.

Education

- **Delhi University** 2009
B.com
- **Geeta Senior Secondary School (Delhi)** 2006
High School

Skills

- 1. Young, energetic and result oriented professional with experience in handling Finance, Taxation, Accounting & Audit matters. 2. Possessing good communication and collaboration skills to lead and the ability to work in concert with diverse groups effectively. 3. Adroit at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively. 4. Friendly with an upbeat attitude, Positive approach

Experience

- **Broadway infotech Pvt Ltd (Noida)** Feb 2021 - Aug 2023
Accounts Manager
 - Manage the accounts payable function, payroll function, monthly closing of accounts and preparation of reports in support of the financial statements.
 - Finalization of Accounts of all group companies in co-ordination with Auditors.
 - Ensuring compliances for all direct and indirect taxes, duties, etc. and preparing & filing tax returns, Statutory Tax audits and internal Tax Audits.
 - Ensuring GST Compliance.
 - Inventory Management physical and Books. (Ware house Wise).
 - Monitor the day-to-day financial operations within the company (payroll, invoicing, PO, PI, Sale, Purchase, and other transactions).
 - Monitor and Creating E invoice, E-way bills, Online Accounting, (Like Amazon, Flipkart sale), Maintenance of Debtors and Creditors AP/AR, Sheets.
 - Regularising Vendor Payments, through RTGS and NEFT, Cheques.
 - MIS reports to Directors regards, Sale, profits, payments, Amount Dues etc.

- **Clickr E Store Pvt Ltd (E Commerce Seller)- Noida**

Nov 2020 - Jan 2021

Lead Accountant

Managed-

- Manage the accounts payable function, payroll function, monthly closing of accounts and preparation of reports in support of the financial statements.
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- **Nuvo Medsurg Pvt Ltd (A Manufacturing unit)- Bahadurgarh**

Feb 2018 - June 2020

Accounts Manager

Managed-

Accounting, Internal Audit, Taxation, GST, TDS, Payroll , HR, Cash Management, Balance Sheet Finalization, Debtor-Creditor Reconciliation, Timely payment to vendors, Bank reconciliation, GST annual return, Documentation in Accounts, Stock Maintenance With Stock Journal Entries in Accounts., CMA data, MIS report, Stock Report to Banks.

- **OM Surgicals (Sister Concern of Nuvo)- Bahadurgarh**

Feb 2018 - June 2020

Accounts Manager

Managed-

Accounting, Internal Audit, Taxation, GST, TDS, Payroll , HR, Cash Management, Balance Sheet Finalization, Debtor-Creditor Reconciliation, Timely payment to vendors, Bank reconciliation, GST annual return, Documentation in Accounts, Stock Maintenance With Stock Journal Entries in Accounts.

- **H.K. Khanna & Co. (CA Firm)- Delhi**

May 2016 - Jan 2018

Senior Account Executive

Managed- (Companies and Individuals)-

Tax Audit, Accounting, ITR(Income Tax Return) , Internal Audit, GST, VAT, TDS, Foreign Remittance, Form, 15CA-CB, Taxation, Financial Consultancy, Stock Maintenance In books, Packing Credit Loan entries in Foreign Currency(PCFC), Bank Reconciliation, CMA data, Finalization of Balance Sheets (Original, Provisional, Proposed)

- **Rosscos International Pvt Ltd (Exporter)- Delhi**

Feb 2014 - April 2016

Senior Accounts Executive

Tax Audit, Accounting, ITR(Income Tax Return) , Internal Audit, VAT, TDS, Foreign Remittance, Taxation, Financial , Import-Export Accounting, Duty drawback claim, Stock Maintenance In books, Packing Credit Loan entries in Foreign Currency(PCFC), Bank Reconciliation, CMA data, Finalization of Balance Sheets (Original, Provisional, Proposed), Foreign Bank Accounts Entries and Maintaining

Projects

- **Tax Audits, Internal Audits & Stock Audit**

1. U Flex Ltd (2009)- Internal Audit (Books of Accounts).
2. India Mart InterMesh Ltd (2009)- Internal Audit (Books of Accounts).
3. Bharti Airtel Ltd (2009)- Stock Audit.
4. Girdhar International Pvt Ltd (2009-2010)- Tax Audit, Internal Audit.
5. Keafer Punj Lolyd Ltd(2009)- Tax Audit, Balance Sheet Finalization.
6. Airport Authority of India (AAI)- Fixed Asset Audit)- 2018.

- **Audit**

1 Made Audit report of Nagarpalika, (Chanderi District- Madhya Pradesh), with Receipts and Payment, Income & Expenditure For. F.Y 2019-20.

Achievements & Awards

- 1. Completed Articleship Training From Best CA firms , Sucessfully Organised By ICAI- MNRS & Associates- 21/12/2007 To 01/07/2010. S. K Dhingra & Co. - 16/07/2010 To 31/12/2011.
- 2. Completed Computer Training Course (ITT), From ICAI (2009).
- 3. Completed 6 Month Basic Computer Course (2007) From F-Tech (Bahadurgarh)

Languages

- Hindi, English, Punjabi

Personal Details

- Date of Birth : 31/12/1989
- Marital Status : Single
- Belongs : Himachal Pardesh

Additional Information

Computer Knoweldge

- MSoffice, Emails, Outlook,
- Tally, Busy, Quickbooks, Oracle,
- Align books, Teams, Bitrix

HOBBIES

- Reading Books,
 - Gardening,
 - Playing Cricket and Chess,
 - Writing Poetry

Declaration

- I here By Confirms That Above Information is Correct.



AJAY KUMAR