CURRICULUM VATE

**Pardeep Kumar**

VPO- Kathor Khurd (Pucca Paroh)

Teh – Amb, Distt – Una

Himachal Pradesh

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**OBJECTIVE:**

Seeking a long term career, great learning opportunities, challenging roles, rational career progression, and good job satisfaction in a reputed organization where extensive experience will be further developed and utilized for the growth of an organization

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounts & accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.
* Able to work under pressure & self motivated.

**EXPERIENCE:**

**Jabreen Converting Industries Trad. & Services LLC, Muscat – Oman – Apr’2009 to till date**

**Sr.Accountant**

* Preparing Bank & accounts reconciliation statement on monthly bases.
* Doing Stock valuation & Costing.
* Handling day today Petty cash.
* Handling Credit Control & collection receipts.
* Preparing Creditors payments as per given schedule.
* Preparing LC, LTR and fund transfer letter.
* Having knowledge of bank related works.
* Preparing payment of all utility bills of company on monthly bases.
* Preparing salary more than 250 workers & staff and calculate personal benefits of all employees.
* Assist in documentations and monitoring of internal controls.
* Preparing of financial statement supporting schedule and variance analysis.
* Preparing monthly MIS reports for monthly close procedure.
* Having Knowledge up to finalization of accounts.
* Provide support before and during audit.
* Perform other duties and when required.

**EXPERIENCE:**   
**Gulf Catering Company, Kuwait - 2004 –2008**

**Accountant**

* Performed all accountant & administrator functions.
* Managed financial departments with responsibility for [Payroll](http://www.bestsampleresume.com/sample-accounting-resume/sample-accounting-resume-1.html), Accounts Payable and Receivable.
* Ensured compliance with accounting deadlines.
* Prepared company accounts for audit.
* Coordinated monthly payroll functions for 800+ employees of 6 different locations.
* Prepared employees monthly overtime forecasting & justification report.
* Prepared Monthly, quartly, Yearly Petty cash statement.
* Performed general office duties and administrative tasks.
* Managed the internal and external mail functions.
* Prepared daily operational reports for head office.
* Supervision of Accounting and Administrative Staff.

**Verma Accountants, Sunder Nagar- 2001 - 2004**  
**Accountant**

* Managed accounts payable, accounts receivable, and payroll departments.
* Prepared day book, journal, ledger & trial balance.
* Managed payroll function for 60 employees.
* Reported on variances in quarterly costing reports.
* Monitored and recorded company expenses.
* Prepared weekly confidential sales reports for presentation to management.
* Scheduled client appointments and maintained up-to-date confidential client files.
* Prepared clients sales tax returns quartly.
* Prepared clients income tax returns yearly.

**EDUCATION:**   
**Master of Commerce (Specialization in Finance)**   
Vallabh Govt. College Mandi, Himachal Pradesh. - (1999 – 2001)

**Bachelor of Commerce (B.Com)**   
Vallabh Govt. College Mandi, Himachal Pradesh - (1996-1999)

**Professional Education**:

One year Diploma as an Accountant (Income Tax & H.P. Sales Tax.) from Jamwal Accounts, Sunder Nagar, Himachal Pradesh  
  
**COMPUTER SKILLS:**   
Microsoft Word, Excel, PowerPoint, Microsoft Office Outlook, Microsoft Windows XP and Microsoft Office XP Professional, Good access of internet applications.

Tally ERP 9 version

**Personal Information:**

Date of Birth : October 10th, 1977

Sex : Male

Martial Status : Married

Religion : Hindu

Passport No. : H 2457187

Vailed Upto : 25-12-2018

Language Known: English, Hindi, Punjabi

I declare that above said information and facts stated herein are true and correct to the best of, my knowledge & belief.

**Reference:**

Available upon request