

Curriculum Vitae

Sumit Kumar R Dubey

(M) 9265909844

D.O.B.: 28-May-1994

E-mail: sumitdubey259@gmail.com

OBJECTIVE

Seeking a challenging and an innovative job which provides exposure and an opportunity to work on the state of the art with ample scope for professional mobility. I aspire to be one of the best in my Profession.

EDUCATION

MBA (Finance), March 2021 Jaipur University.

COMPUTER SKILLS

Applications

MS Office (MS-Word, MS-Excel, MS-PowerPoint)

Accounting Software

Tally ERP 9

SPECIAL EXPERTISE

- Extensive experience in retail and Consumer Goods field.
- Acquainted with all the process of purchase to Payments.
- Cash accounting.
- Strong customer service and team leadership skills.
- Administration experienced in business development
- Experienced in training and motivating teams.
- Detail oriented, flexible and adaptable.
- Successful working in multiple cultures and diverse work force.

WORK EXPERIENCE

Company	Merabo Labs Private Limited (Dealshare)		
From	10-Dec-20	To	Till Date
Job Title	Senior Finance Executive – Accounts Payable		

Role	Vendor Invoice Verification and Accounting, Vendor Payments, Documentation, Vendor reconciliation, Purchase Register, Inventory register, Ewaybill reports on daily basis, Vendor invoice matched with GSTR-2A, Sales Accounting
-------------	--

JOB RESPONSIBILITIES AS FINANCE EXECUTIVE

- Vendor Invoice verification with GRN and physical stock.
- Purchase entry of invoices in Tally,
- Process vendor invoice for payments.
- Vendor payment reconciliation.
- Maintain purchase and inventory register in Tally.
- Solve payment related queries of vendors and coordinate with HO Team.
- Prepare Finance Payable reports and share with HO team.
- Stock Audits at warehouse stocks and report share with HO team.
- Vendor invoice matched reconciled with GSTR-2A
- Sales Accounting in month end

Company	Automark Motors Pvt Ltd		
From	03-Nov-19	To	08-Oct-20
Job Title	Account Executive		
Role	Sales Accounting, Purchase Accounting, Payment Entry Booking in Tally, Journal Entry, Tds Entry and Return Filling data prepare , Gst return filling data prepare on Monthly Basis , Vendor GSTR-2A matched with Receiving invoice.		

JOB RESPONSIBILITIES AS PURCHASE EXECUTIVE

- Sales entry passed on daily basis
- Purchase entry passed on daily basis.
- Payment entry passed on daily basis.
- Journal entry passed as per the requirement.
- Vendor Management, Bargaining with Vendors, Maintain Official relation with Vendors.
- Tds booking and deposit to the Government and Tds Data prepare for filling return and share to Consultancy
- Coordinate with Consultancy for Gst return , Tds Return and Income Tax return.
- Prepare all Daily & Weekly Statements, MIS Reports and reported to the Management within the Stipulated time.

Company	Ahmedabad Cotton
----------------	-------------------------

From	01-09-2017	To	26-Oct-19
Job Title	Account Executive		
Role	Maintain Sales, Purchase ledger. Coordinate with Head Office, Tally, MS Office, and General Ledger Account, Vendor Management, Administration, Audit , Vendor GSTR-2A matched with Receiving invoice		

JOB RESPONSIBILITIES AS ACCOUNT EXECUTIVE

- Keep an Account of sales by cash, credit and cheque
- Handling Petty Cash & Accounting of Expenses & Incomes.
- Maintained Petty Cash.
- Maintained the Records of Credit Card Sale.
- Collect cash from Engineers and tallied with GSPN.
- Prepare all Daily & Weekly Statements, MIS Reports and reported to the Management within the Stipulated time.
- Maintain all Accounting Ledgers in Tally ERP 9.
- Maintain and Monitor all Expenses voucher In Tally ERP 9.
- Maintain and Verified records for Vendor Bills and operation Expense Bills.
- Maintain and Control House Keeping material and Branch Consumables.
- General administration, stores day to day routine office work.
- Vendor Management, Bargaining with Vendors, Maintain Official relation with Vendors.
- As a part of Accounts Department, always kept a control and Supervision on the daily activities pertaining to Sales Reconciliation with the various payments, Banking of Cash and Credit Card Sales, Store Expenses Payments, Revenue Incomes like Scrap & other income etc, Maintenance And Reconciliation of Gift Voucher and other Promotional & Recoverable Vouchers.
- Prepare Monthly P & L Account for Branch.
- Co ordinate with Head Office Team for Vendor Payments.
- Maintain Sales and Purchase Books In Tally ERP 9.
- Maintain All type of statutory related entries like TDS, GST In Tally ERP 9.

Company	Pinco Tex		
From	01-11-2013	To	30-Aug-17
Job Title	Account Executive		
Role	Maintain Sales, Purchase ledger. Coordinate with Head Office, Tally, MS Office, and General Ledger Account, Vendor Management, Administration, Audit, Vendor GSTR-2A matched with Receiving invoice		
Other Responsibilities	Supervise all cashiers in Store. Maintain Sales, Purchase ledger, Maintain records Petty cash and office cash, Coordinate with Head Office for Vendor payments, MS Office, and General Ledger Account, Vendor Management, Administration, Audit, MIS Reports provide to the Management.		

JOB RESPONSIBILITIES

- Keep an Account of sales by cash, credit & Gift Vouchers. Sales entry passed on daily basis
- Purchase entry passed on daily basis.
- Payment entry passed on daily basis.
- Journal entry passed as per the requirement.
- Vendor Management, Bargaining with Vendors, Maintain Official relation with Vendors.
- Tds booking and deposit to the Government and Tds Data prepare for filling return and share to Consultancy.
- Coordinate with Consultancy for Gst return , Tds Return and Income Tax return.
- Prepare all Daily & Weekly Statements, MIS Reports and reported to the Management.

PERSONAL DETAILS

Name: Sumit Kumar R Dubey.

D.O.B.: 28th May 1994

Marital Status: Married

Nationality: Indian

Language Known: English, Hindi, Gujarati

Address : C/10, Omshantinagar Society, Near Asoopalav Society, Vatva, Ahmedabad