

CURRICULUM VITAE



DINESH KUMAR

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H.no- Ihsd-26 Thapar Colony Phagwara

District – Kapurthala

Punjab, India.

Pin Code: 144401

Objective:

A Common Man becomes a successful person only when he fulfills his purpose in a right and complete honesty; I assure you that the work you entrusted will be accomplished very well by my experience and knowledge. That will prove very beneficial for your company with three & half Years of accounting experience in a good textile company I will play the role of best accountant in your company.

Academic Education:-

- 2018 MBA (Master Business Administration)
- PTU (Punjab Technical University)

- 2015 B.com (Bachelor in Commerce)
- G.N.D.U (Guru Nanak Dev University)

- 2012 High School
- P.S.E.B (Punjab School Education Board)

Computer Skills ::

- OPERATING SYSTEM : WINDOW XP,7 &10....
- M.S OFFICE : EXCEL,-WORD, OUTLOOK,MS-POINT,MS-PAINT
- SAP HANA : +1.5 YEAR END USER EXPERIENCE (ACCOUNTING SOFTWARE)
- TALLY : +3.5 YEARS END USER EXPERIENCE (ACCOUNTING SOFTWARE)
- BUSY : +7 MONTHS END USER EXPERIENCE (ACCOUNTING SOFTWARE)

Experience ::

❖ Assistant Officer in JCT LTD at Punjab, Phagwara 14th Rank Textile mill in India.

Augest 2019 to till now

- Preparation & Feeding of Cash, Bank, Debit & Credit Note vouchers
- Vendors Invoices Verifications, Posting and make payment in SAP
- Making of check printing for down Payment in SAP
- Provisional Expenses provided and Monthly/quarterly reverse
- Creation of New Vendors Accounts in SAP
- Monthly TDS report prepare
- Monthly TCS Payables on Scrap/Waste
- Reconcile General ledger accounts and revenue accounts
- Prepare of schedules of Expenses/Income/Payable/receivable
- Month-end, quarter-end and year-end Closing
- provided support for internal and external auditors
- Invoice Creation Authorization, & Checking & Matching With SO.
- prepare report of RCM GST TAX ON INPUT
- Post Customer Payment Incoming/Outgoing & Adjusting Unpaid payments & Clearance.
- Verification & Clearing of Old outstanding in customer account and clear through contact with customers and Sale Executive.
- Check & make all debit and Credit notes recd from Customer's.
- Checking and verifying all types Return goods Credit notes and authorize.
- Post and authorize Transfer entry from customer A/c to GL a/c.
- Post and authorize Transfer entry from GL A/c to GL a/c.
- Post and authorize Transfer entry from Vendor A/c to Customer a/c.
- Check GL a/c and reconciliation of GL sale a/c GST a/c and other A/c with Related Sale Reports & GST Reports or Layout.
- Check all accounting entry of sale invoices with reports.
- Controlling of prepaid Freight Paid by JCT, checking rates with TPT contract & Making and authorizing All TPT (vendor's) DIT (Direct invoice Tax).
- Make customer DAY to DAY interest, and Time To Time Recovering as Per Policy.
- Checking of GST TAX RATE as per HSN on fabric category's And waste Material of Cotton, Synthetics and Garment's also yarn.
- Customer account analysis.
- Releasing of Customer invoice after payment and before payment. As per Situation and Company Policy.

❖ Punjab Oil & Machinery store at Punjab, Phagwara

In July 2015 to Dec 2018

- Gst Return Prepare
- Freight voucher prepare
- Monthly TDS report prepare

- *Check all accounting entry of sale invoices with reports*
- *Bank reconciliation monthly basis*
- *Customer/Vendor account analysis.*
- *Releasing of Customer invoice after payment and before payment. As per Situation and Company Policy*
- *Prepare Trading & Profit loss Account*
- *Drafting Balance sheet*
- *Debit & Credit note prepare*

❖ **Fine Switchgears at Punjab, Phagwara.**

in Jan 2019 to July 2019

- *Gst Return Prepare*
- *Freight voucher prepare*
- *Monthly TDS report prepare*
- *Check all accounting entry of sale invoices with reports*
- *Bank reconciliation monthly basis*
- *Customer/Vendor account analysis.*
- *Releasing of Customer invoice after payment and before payment. As per Situation and Company Policy*
- *Stock Statement prepare*
- *Purchase Invoice checking and enter.*

Language Proficiency ::

- *Hindi*
- *English*
- *Punjabi*

Strength::

- *Self-Reliant*
- *Motivating*
- *Believe in team work*
- *Honesty*
- *Sharing your experience*

Hobbies and Interests::

- *listening music*
- *Gathering knowledge*
- *Writing Poems*
- *Travelling*
- *Reading Newspaper*

Personal Detail::

Name : Dinesh Kumar

Date of Birth : 03-01-1994

Gender : Male

Declaration::

I HEREBY DECLARE THAT THE ABOVE WRITTEN PARTICULARS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE:

PLACE:

Dinesh Kumar