

Sumit Kumar
Current Address –
Flat No A10, Pocket-III, Kendriya Vihar,
Sector -82, Noida, UP
Contact No – 09811224011
E-Mail ID : skpandithp@gmail.com

Permanent Address –
V.P.O Biara, Teh Palampur,
Distt. Kangra, HP
Pincode -176103

To associate myself with an esteemed organization, where I can accept new challenges, use my creativity in work and utilize my skills to the best of professional enrichment in the areas of accounting & Finance with reputed organization.

PROFESSIONAL PROFILE

- Commitment towards work in order to give the best, innovative & creative financial prospects.
- Presently associated with Amtek Auto Limited, Saket as an Account Associate.
- An effective communicator with exceptional relationship management skills with the ability to relate to people at any level of business and management.

IT SKILL SET

- ❖ Software: M.S.-OFFICE, TALLY ERP 9, Series A Release 4.93, 4.95 & 5.3

Expertise

- ❖ Excel & Tally ERP 9, Series A Release 4.93 , 4.95 & 5.3

Working Experience:-

Worked With-
Company : **Corona Automotive Tools Pvt. Ltd**
Profile : Accounting
Designation : Account Executive
Duration : 1st Feb 2011 to 31st Oct 2013
Location : **(Gurgaon).**

Worked With-
Company : **Ocl Iron & Steel Limited .**
Profile : Accounting
Designation : Account Executive
Duration : 1ST Nov 2013 to 30th Sep. 2016
Location : **Saket New Delhi (H.O).**

Current Working : **Amtek Auto Limited.**
Designation: Accounts Associate
Duration: 1st Oct 2016 to Present.
Location : **Saket**

PROFILE DESCRIPTION

- Quarterly Preparation & Submissions of Sale Tax Returns.
- Monthly Preparation of Excel Sheet for Sale Tax Payment.
- Bank Reconciliation, Debtors & Creditors Reconciliation Within or Out Side the Group.
- Issuing and receiving C4 Form. .
- Checking, Verifying & Passing of all type of voucher Like Journal, Bank, Sale & Purchase.
- Finalization of Trial Balance.
- Preparing for Expenses details of Group Company for Assessment.
- Assist in Finalization Of Books of Accounts (P & L)

- Manage Pre shipment Export Documentation
- Manage Post Shipment Export Documentation
- Secure release of E BRCs
- Liasioning with the bank for FIRC, and realization of foreign remittances
- Handling of Advance Licenses for import and export
- MEIS export benefit documents preparation and submission with DGFTRenewal of annual memberships with AEPC and other ministries
- Coordination with CHAs
- Coordination with Freight Forwards –
- Tracking shipment transit and delivery
- Maintaining the shipping register

- G.S.T INVOICES & G.S.T MIS Preparation. In Module E way bill
- Every Day Preparation MIS (EXPORT DEPARTMENT)
- VGM Every Point Created in online as online Modules, Manifest vendor booking, packing list, commercial invoice, E Doc.
- ACD & SLI
- Preparation Covering Letter (BANK) & Submission
- Preparation BRS

EDUCATIONAL QUALIFICATION

EXAM PASSED	UNIVERSITY	DIVISION
Diploma in Financial Accounting (DFA)	Karnataka University	First
Master of Computer Application	Punjab Technical University	First
B.A	H.P University	Second
12th	H.P. Board	Second
10th	H.P. Board	Second

ACHIEVEMENTS

- Best Player College Cricket Team

PERSONAL DETAILS :

- Marital Status : Married
- Date of Birth : 12-08-1984
- Father Name : Mr. Ashok Kumar Sharma
- Permanent Address : A-10 Pocket-III Kendriya Vihar sector-82 Noida
- Language Known : Hindi, English
- Hobbies : Watching Movies and playing chess, Travelling & Cricket
- Passport : Yes

Dated -22/07/2019

SIGNATURE