Amit

1403/88, Street No.4, Vivek Nagar,
Jalandhar, Punjab, India, 144001.
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Working as an accountant and tax adviser with five years of experience in education institute and accounting association. Fully knowledgeable in general accounting, payroll, budgeting, journal entry preparation and tax treatments. Also, have broad experience in a deadline driven environment. Adept at implementing innovative accounting practices and procedures to improve efficiency.

Skills

- Preparing accounts and tax returns
- Administering payrolls and controlling income and expenditure.
- Auditing financial information
- Negotiating the terms of business deals and moves with clients and associated organizations
- Meeting and interviewing clients
- Organizational skills and ability to manage deadlines
- Team working ability
- MS Excel, MS PowerPoint, MS Windows, MS Word.
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements
- Analyzing accounts and business plans
- Providing tax planning services with reference to current legislation
- Financial forecasting and risk analysis
- Managing colleagues, workloads and deadlines.
- Communication and interpersonal skills
- Proficiency in IT
- Database software, Accounting software, Tally ERP, MS Outlook

Work Experience

JUNE-21-2016 – PRESENT
Accountant / Guru Nanak Dev University College, Phillaur, Jalandhar, Punjab, India 144410.

Responsibilities: -

- Responsible for the reporting of accounts receivable, cash, variance analyses and special projects.
- Head of the Cash Management section, responsible for all banking, investing and cash control functions.
- Prepare departmental reports according to their expenses and find cost
- Manage commercial letters of credit, DAP and DAA processes.
- Prepare all income and expenditure accounts of the college.
- Prepare GST Returns and tax calculation.
- Maintain Student/customer relationship
- Work with manual and computerized bookkeeping systems
- Post journal entries and transfer to ledger accounts.
- Maintain general ledgers and financial statements
- Prepare trial balance of books
- Ensure accurate and timely monthly close activities.
- Prepare monthly account reconciliations.
- Review and verify accuracy of reported data.
- Prepare Salary for whole staff. (Teaching and Non-Teaching)
- Present all monthly and year-end financial reports.

- Prepare other statistical, financial and accounting reports
- Maintain and update depreciation schedules according to Asset's Blocks
- Review an account payables and account receivables.
- File income tax returns for staff.
- Prepare coordinates internal and external audit process.
- Supervise and develop Assistant Accountants and clerks.

SEPTEMBER-01-2015 – JUNE-18-2016
Assistant Accountant / K.K. Associates, New Heera Complex, Jalandhar, Punjab, India, 144001.
Responsibilities: -

- Prepared journal entries in the books.
- Prepared Reconciliation Statement of accounts.
- Prepared Profit and loss account of companies.
- Prepared Balance sheet.
- Maintain Bank statements.
- Manage Files in the Office.
- Prepared Tax information for tax department.
- Calculate VAT, Excise, CST and Service Tax.
- File tax returns.
- Assisted with special projects as assigned.

Education

JUNE 2015
Master of Commerce / Guru Nanak Dev University, Amritsar, Punjab, India
Education Credential Assessment for Immigration, Refugees and Citizenship Canada is done. Master of commerce is equal to bachelor's degree (four year) major in Business Administration. **(ECA#: 4300668IMM)**
MAY 2013
Bachelor of Commerce / Guru Nanak Dev University, Amritsar, Punjab, India.
Education Credential Assessment for Immigration, Refugees and Citizenship Canada is done. Bachelor of commerce is equal to bachelor's degree (three year) major in Business Administration. **(ECA#: 4300668IMM)**

Passport Detail

Passport No.:- P2159031

Activities

LANGUAGE TEST

IELTS GENERAL TRAINING(CLB LEVEL: - 7) Registration Number: 20IN242160TA855G
Listening: - 6, Reading: - 6, Writing: - 6, Speaking: - 6