**RESUME**

Shashi Kumar

V.P.O.Rajot,

Teh.Baijnath,

Distt.Kangra State.Himachal Pradesh.India-176063.

E-mail: maniram1970@yahoo.com

Mobile:-+91-9779675271

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**CAREER OBJECTIVE**

To acquire professional edge through hard work and continuous learing.Seeking an interactive and challenging environment for creativity and introduction of revolutionary ideas, where I can apply my strengths, interpersonal skills and an opportunity for personal growth and professional advancement in the field of accounts.

**CAREER HIGHLIGHTS**

Extremely well-organized and efficient. Quickly learn procedures and methods. Able to develop and implement new systems when necessary. Strong bookkeeping and managerial experience. Capable of handling projects concurrently. Excellent public relations and customer contact ability.

**PROFESSIONAL EXPERIENCE**

**From October, 2011 to December, 2012**

Harinder Investments Ltd. Jalandhar. Its deals in Finance, Loan, Deposits & etc.

Position: Accounts Executive

Reporting: Accounts Officer

Job Profile:

* Billing of Loan & Deposit in Solution Accounting Software
* Preparing Service tax and Tds Related work.
* Routine Accounts Related work in Tally & Excel
* Preparing MIS Report
* Store Management
* All Official Documentation & Administrative Work

**From April, 2013 to May, 2018**

Akal Academy Makhangarh (100% Institutions work)

Position: Accountant

Reporting: Head Office

Job Profile:

* Routine Accounts Related work in Tally & Excel.
* Preparing Tds Related work.
* Preparing MIS Report.
* Preparing The Cash Book, Bank Book Manually & Computerized (in Tally)
* Preparing All Voucher of Employee’s
* Preparing Salary sheet with the deduction of epf, security.
* Preparing Bank Reconciliation
* Routine Bank Related Work
* All Official Documentation & Administrative Work.

**From June, 2018 to till date**

Takshila School (100% Institutions work)

Position: Accountant

Reporting: Head Office

Job Profile:

* Routine Accounts Related work in Tally & Excel.
* Preparing Tds Related work.
* Preparing MIS Report.
* Preparing The Cash Book, Bank Book Manually & Computerized (in ERP)
* Preparing All Voucher of Employee’s
* Preparing Salary sheet with the deduction of epf, security.
* Preparing Bank Reconciliation
* Routine Bank Related Work
* All Official Documentation & Administrative Work.

**From June, 2018 to till date (Part time work)**

Gagandeep Singh CA

Job Profile:

* Income Tax Return
* TDS deposited and Return file
* Routine Accounts Related work in Tally & Excel.
* Preparing Good & Service Tax and Tds Related work.
* Preparing The Cash Book, Bank Book Computerized (in Tally)
* Routine Bank Related Work

**ACADEMIC QUALIFICATION**

* Passed Bachelor of Arts in June, 2011.
* Pursuing Bachelor of Commerce.

**PROFESSIONAL QUALIFICATION**

* Passed Diploma of Accounts & Finance in July, 2008.
* Passed Spoken English Course.

**KEY SKILLS**

* Computer Software Know
  1. Strong in Ms-Office (Word, Excel & etc.)
  2. Strong in Tally as well as ERP Accounting Software
  3. Strong in Solution Accounting Software
  4. Strong in Busy Accounting Software
  5. Average in Marge Accounting Software
  6. Average in FMCG Logic Accounting Software

**PERSIONAL DETAILS**

Father’s Name Late Sh.Mani Ram

Date of Birth 9th December, 1986

Marital Status Married

Nationality Indian

Interest and Activities Reading, Computer and Music

Language Known English, Hindi and Punjabi

Strength Smart Worker in Our Work and Confident

**DECLARATION:**

I declare that all the above details are true to the best of my knowledge and belief. If given chance to serve in your esteemed organization, I will keep no stone unturned with sincerity, honesty and smart work.

(Shashi Kumar)