### NITESH KUMAR

### Email id: niteshjha389@gmail.com

**Mobile:** 9899899781

**OBJECTIVE:**

Positions, which can hone up my skills, invigorate an urge to perform and achieve goals keeping in mind the aesthetics of Professionalism. A job that allow me for greater achievements and which would effectively apply my professional skills and administrative experience in leadership, business and interpersonal relations. Seeking an **Accountant** position.

EDUCATION

**B.Com(commerce) from Delhi University**

**Training Undergone:**

**Successfully Completed Training of INDUSTRIAL COMPUTER ACCOUNTANT with Tally 9.0,Busy,Income tax ,T.D.S, Sale Tax(Vat,Cst),Service Tax, P.F, ESIC,Depreciation chart, BRS in 2010 – 11 from Institute of computer accountant(ICA)**

**Technical Proficiency:**

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| --- | --- | --- |
|  |  |  |
| Operating Systems | **:** | Windows 7/98/95/XP/Vista. |
| **Packages** | **:** | Microsoft Excel, Microsoft word, Microsoft Power point,  Tally 9.0,Tally E.R.P. Busy |
| **Database** | **:** | Ms – Access |

**Previous worked Experience:**

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**Organization: Shree Maitrey Printech Pvt. Ltd.**

**Designation: Accountant**

**Duration: December 2009 to September-2014**

**Present work Experience:**

**Organization: Imagic Communication Pvt. Ltd.**

**Designation: Accountant**

**Duration: October 2014 To Till Date**

* Weekly Bank Reconciliation
* Weekly Creditor And Debtor List Update as Per Tally
* Cheques Preparing & Entry In Tally
* Day to Day accounting in computerized environment and expertise in **Tally & Excel**.
* Form – 38 - Entry And Utilization
* **P.F & E.S.I.C** Computing and Challan Preparing
* Cash Handling and Petty Cash Voucher Preparing
* Sales Bill Preparing in Excel
* Preparation of books of accounts and records according to statutory requirement like **sales register ,Purchase register, stock register, cash and bank books ,ledger, journal, inventory** and verification of records related to accounts .
* On time payment and filling of all statutory dues and returns like **sales tax /VAT, TDS, Advance Tax, Service Tax** .
* Dealing with sales tax Dep’t. For sales tax assessment, forms issuance and other activities.
* All the activities related to material like making and releasing the purchase order, negotiation of the parties, follow-up the material.

**Personal Profile:**

**Name: NITESH KUMAR**

**Father’s Name: SUBHASH CHANDRA JHA**

**Date of Birth: 15TH Jan 1991**

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**Contact Details: 9899899781**

**Address: N – 323/13 Sourabh Vihar, Jaitpur,**

**Badarpur, New Delhi - 110044**

**Martial status: Single.**

**Nationality: Indian**

**Languages Known: English, Hindi**

**References: Upon request**.

**Declaration:**

**Personal Profile:**

**Personal Profile:**

**I hereby declare that all the information furnished above is true and to the best of my knowledge.**

**Place:**

**Date:**

**(NITESH KUMAR)**