Resume

Naveenkumar MS

#52, 6th Main,

Ramachandra Agrahara,

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DOB: 07-Feb-1991

Seeking a position as an Accountant where extensive experience will be further developed and utilized.

# Skills

* Statutory Returns filling(GST) (Earlier Vat,CST, Service,Excise Etc)
* GST Reconciliation(GSTR-1 & GSTR-2)
* Accounts Assessment management
* Accounting Management
* Handling of Main Cash and Petty cash.
* Posting of Journal Entries.
* BRS.
* Accounting Team Leadership
* Accounts receivables and payables management
* Stock Statement Prepare
* Managing billings and collections
* Balance sheet Management
* Preparing Financial Status Reports
* Accounts Reconciliation
* Financial Statement analysis
* Forms Assessment
* PF, ESI and PT Management.

# Experience

## **2015-Jan To Present**

### Texonic Instruments *- Accountant*.

* All tax related Return Filling like GST, TDS, PT, ESI and Filled Vat,CST,Excise and Service
* Managing of Accounts receivables and payables process.
* Invoicing process, Journal Entries for the maintainance of accounts.
* Month End Reporting and Reconcilliation of Sales and Purchase, Expences Etc.
* Maintanance of Export and Import documents.
* Assessment handling by Department.
* Maintaining Sales and Purchase of Accounts Part.
* Bank Reconciliation, Return Reconciliation, Maintenance of Trading ,P&L A/c and Balance sheet of the Company.
* Forms Assessment, Vat Assessment. Accounts Reconciliation.

## **2014-April To 2015-Jan**

### *Surya Fin Technologies- Entry Level Accountant –ITPL*

* Assisted with Quarterly audit preparation and Closing reports.
* Reviewed all tax return prepared by individual before approval.
* Co-ordinated with senior accountant to analyse balance sheet.

# Education

## MBA(Finance)-2013 with Secure of 60%

### University of Mysore *– Master Degree*

## BBM(Finance)-2011 with Secure of 70%

**University Of Mysore**

# Computer Knowledge

Tally ERP9

MS Excel, MS Word, Power Point,Outlook Express, Microsoft Window.

# Language

Kannada

English