# MANEESH KUMAR

**H No- 6A, Shiva smart City Near Sudha steel Chhaprula, Gautam Budh Nagar**

**Contact Number -9953370807**

Curriculum Vitae

# OBJECTIVE

To work in a challenging atmosphere which provides opportunities for learning and growth and serve the industry with my knowledge and experience.

# ACADEMIC QUALIFICATION

* Graduation in B.Com (Pass) from Delhi University in 2019
* 12th Pass From Delhi CBSE Board, in 2016
* 10th Pass From Delhi CBSE Board, in 2014

# TECHNICAL SKILLS

* Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
* Experienced in working on Busy & Tally ERP 9

# WORK EXPERIENCE

1. Presently working with **GUPTA VARUN & ASSOCIATES, CA Firm (New Delhi)** as an Accountant since **December 2017** .

# JOB PROFILE

* Maintaining computerized Accounts Ledger in Advance Tally & Busy software
* Manual Accounting/General Accounting
* Prepare journal entries
* Complete general ledger operations
* Monthly closings and preparation of monthly financial statements
* Checking of reconciliation of Bank, Debtors & Creditors etc.
* Finalization of accounts & preparation of Balance Sheet
* Prepare reports on accounts payable and accounts receivable
* Prepare tax computations and returns
* Prepared company accounts and tax returns for audit.
* Calculation and payment of TDS Deposit
* Good knowledge of Income Tax , /Good & Service Tax

# SKILLS AND STRENGTH

* Ability to work in a lead role or as a team or independently.
* Have a positive attitude and friendly nature.
* Punctual, Time-efficient, methodical working tactic.
* Disciplined/Hard worker and ability to prioritize the activities and tackle the situation.
* Enthusiasm, confident and energetic with ability to learn**.**

# HOBBIES

* Listening Music
* Reading books.

# PERSONAL DETAILS

**Date Of Birth : 29th November,1996**

# Father’s Name : Sh. Ramaji Parsad

**Marital Status : Single**

# Sex : Male

**Religion : Hindu**

# E-mail : [maneeshkumarvn086@gmail.com](mailto:maneeshkumarvn086@gmail.com)

*(Declaration: I hereby assure that the information is true and correct to the best of my knowledge.)*

# DATE :

**PLACE:**

# ( MANEESH )