

## CURRICULUM VIATE

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### **Career Objectives:**

*To secure a respectable position in an organization with good learning environment to enhance my skills, extend my mental horizon and above all to contribute to best of my efforts and knowledge for the growth of an organization.*

**(Current Job Profile):-** *A Chief Account Manager (ICWAI, Inter with 16 years good experience in accounts, taxation & liaison).*

### **(Work Profile: -**

- 1) Preparation of MIS (Management Information Report).
- 2) Resolution of discrepancies of Reco Statements (As Payable, Receivable, Banks, Branches, Inventory).
- 3) Preparation of GST data for filing the GST returns.
- 4) Preparation of Provisional & Projected P&L and Balance sheet.
- 5) Preparation of Forecast & Budget sheet.
- 6) Preparation of Financials of account books / IND AS adoption in accounts.
- 7) Preparation of Receipt Payment, Income & Expenditure account and Balance sheet.
- 8) Preparation of TDS & TCS data for filing the TDS returns.
- 9) Preparation of stock statement for compliance the bank loans (OD, CC & CF).
- 10) Preparation of data for filing the Income Tax & E.P. F. returns.
- 11) Preparation for assessment cases of Income Tax, GST & EPF.
- 12) Correspondence with clients, vendors, banks & government departments.
- 13) Fund management & arrangement.
- 14) E-filing of returns, taxes & ROC.
- 15) Registration / Renewal of Licenses & certificates.
- 16) Arrangement of Staffs for Internal Audits.
- 17) Coordination with staffs & others sections.
- 18) Preparation of Strategy for finish the works in scheduled time.
- 19) Manage & maintain accounts and taxation work of sister concerns.
- 20) Reporting to General Manager & Directors.

### **PROFESSIONAL EXPERIENCE- (Since January, 2009):-**

*(Since Jul, 2021 – till now)*

1. G Kumar Electro Pvt. Ltd. (Trader, Manufacturer & Contractor) working as a chief Account Manager.

*(Since Jan, 2009 – Jun, 2021)*

2. Qualtech Buildrs Pvt. Ltd .(Group of Companies) (Manufacturer of Hume Pipes, Tiles, RMC, Govt. Contractor & Builder) worked as a Sr. Accounts Manager.

### **PROFESSIONAL INTERNSHIP :- (Since Sep, 2003 – Dec, 2008)**

*Bhargava & Co. (Chartered Accountant, Lucknow) worked as an Audit Assistant.*

### **ACADEMIC QUALIFICATION:**

1. 10<sup>th</sup> from Khalsa Inter College, Lucknow
2. 12<sup>th</sup> from Lucknow Christian Inter College
3. B.Com from Lucknow Christian (P.G.) College
4. M.Com from Kanpur University
5. Cost Accountants (Intermediate, ICWAI) from ICWAI Institute, Lucknow.

**COMPUTER LITERACY:**

1. (P.D.C.A.) One Year Post Diploma in Computer Application
2. (D.T.P) Six months course in Desk Top Publishing
3. (C,C++) Six months course in Languages from NIIT
4. (Accounting Packages) Tally 4.5, 5.4, 6.3, 7.2, 9.2, Tally. ERP, Tally Prime
5. IDS (Accounting software for Hospitality Industries)
6. Spectrum (Return Preparation Software)
7. Wizapp & Busy (Accounting software for Wholesalers & Super stokiest)
8. (Accounting Packages) Oracle, Opera, Busy, Odoo.

**TECHNICAL QUALIFICATION:**

1. Computer Hardware & Troubleshooting
2. Networking of Computers
3. Installation of operating systems
4. Assembling of Computer System

**KEY SKILLS:**

1. Manual & Computerized Accounting
2. Bank Audit :- i ) Statutory Audit, ii ) Revenue Audit
3. Autonomous Body Audit :- i) NGO Audit, ii) Society Audit
4. Auditing of Accounts Book.
5. Finalization of Balance Sheet.
6. Auditing of Private / Public / Government Sector accounts.
7. Typing Hindi & English
8. Liaising with government department.

**PERSONAL DETAILS:**

Father's Name : Shri Parmatma Pr.Jaiswal  
Applicant : Manish Kumar  
Date of Birth : October 1<sup>st</sup>,1982  
Marital Status : Married  
Gender : Male  
Caste : Hindu  
Nationality : Indian  
Hobbies : Study, Net Surfing.

**Mandatory Details:**

1. Present Salary : - 07.20 lacks per annum
2. Expected Salary : - 00.00 lacks per annum
3. Time required of Joining : -30 days after selection

Date : 01.01.2025

Place : Lucknow

( Manish Kumar )