

# Curriculum -Vitae

---

Name : Ankit Kumar  
Address: H N -876, Gali No-1,  
Arjun Nagar , Gurugram  
Haryana  
Phone : 8755219948  
E-mail : [ak734280@gmail.com](mailto:ak734280@gmail.com)

---

## OBJECTIVE:-

- To work with a reputed organization in a challenging profile and contribute optimally towards the achievement of organizational goals as well as in the pursuit of my own career growth.

## PROFESSIONAL EXPERIENCE:

- Current Working as an Accountant in Bihani Marketing Pvt Ltd from Oct-17 to till date,
- Working as Executive in Tax advisors Zone from April-16 to Sep-17

## Computer knowledge :

- Basic Computer knowledge
- Tally ERP 9
- Marg software

## Key Responsible Area :

- Maintain Day-to-Day accounting.
- Inventory management and physical audit on monthly basis.
- Pass daily expenses and other entries in books.
- Bank Reconciliation, coordinating with banks & reconciliation with Accounts Receivable & Accounts Payable.
- Maintain Sales & Purchase register
- Maintain Cash Book & Bank Register and reconciliation
- Maintain all types of Accounting Works including Manual & Computerized Works.
- Making payments to the parties, by way of cheques and by accepting bills payables and making suitable entries in books
- Make regular reports for the Management on income, expenditure and any variations from budgets.
- Responsible for the following financial management functions;
- Control all General Ledger related postings.
- Control the reconciliation of individual Creditors.
- Filling GST R-1, 3B & ITC-04
- Reconciliation of R-2A with Input of GST in Books
- Filling E-way bill

## Desired Job Details:-

- Job Type : Permanent

- **Employment Status** : Full Time

#### **EDUCATIONAL QULIFICATION:-**

- Passed High school from UP Board in year 2007.
- Passed Intermediate from UP Board in year 2009.
- Passed B.Com from MJPRU Bareilly in year 2013.

#### **PERSONAL PROFILE:-**

- Father's Name : Mr. VED PRAKASH
- Date of Birth : 03-Feb-1990
- Sex : Male
- Marital Status : Married
- Nationality : Indian
- Languages known : English, Hindi and Regional language

#### **HOBBIES:-**

- Listening Music and playing cricket.
- Net surfing.
- Reading books.

#### **LANGUAGES KNOWN:-**

- English, Hindi and Regional language.

#### **DECLERATION:-**

I hereby declare that all information given above is correct to the best of my knowledge.

Place.....

Date.....

**Ankit Kumar**