

# Nitesh Verma



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## Career Summary

9 years experience in accounting work with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

## Personal Qualities

- Excellent written and verbal communication skills
- Good analytical skills
- Keen observer
- Trustworthy
- Smart working ability
- Multitasked
- Able to work under pressure of dead lines

## Technical Knowledge

- MS office
- Tally ERP 9 with GST Update
- Internet Savvy (Only for new updates regarding Accounts matters)

## Key Responsibilities Handled

- Preparing and analyzing accounting records and financial statements reports
- Assess accurately and confirm to reporting and procedural standards of the reports
- Studying the reports given by auditors and CA and submitting them to the management

- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- A voiding outstanding expenses and managing the petty cash
- Establishing table of accounts
- Assigning entries to proper accounts
- Preparing periodic reports to compare budgeted costs to actual costs.
- Using accounting tools wherever necessary
- Handling ledger accounts and keeping the check for any invoices or payments
- Making use of technology to develop, implement, modify, and document recordkeeping and accounting systems
- Preparing forms and manuals for accounting and bookkeeping personnel
- Recommend, develop, and maintain solutions to financial problems of the business
- Taking care of resource utilization, tax strategies underlying budget forecasts and suggest management the solution
- Provide internal and external auditing services
- Maintaining and examining the records of government agencies.
- Internal audit work.( At Shree narayana Hospital, C & F agency, Rice Mill)
- Making PO for purchase.
- Preparing of Cheques and entry into accounting systems.
- Sound knowledge of Hindi & English Typing.
- Verification of vouchers and involved in auditing.
- Keep returns of Direct and Indirect taxes time to time.
- Knowledge of Registry work , Property to Sale.
- Fully update with GST.

### Working Experience

- 3 year worked at Rajkumar Agrawal, (CHARTERED ACCOUNTANT), Shankar nagar Raipur as "computer operator" and account assistants. (FROM 2008-2011)
- 4 year worked at RAMA & CO. (CHARTERED ACCOUNTANT FIRM) as Accountant, and Head of Articles for Audit work, dealing in Accounting and Auditing Matters. (FROM 2011-2014)

### Current working place

Working at Lalganga Colors Mall Ratail & Entertainment (A UNIT OF LALGANGA BUILDERS PVT. LTD), as " Head Accountants". (FROM 1 JAN 2015 TO TILL DATE)

### Professional Qualification

- ITI in computer operator and programming assistant (copa) from govt. industrial training institute shyam nagar, raipur (c.g.)
- Tally from it-11 devendra nagar , raipur (c.g.)

### Academic Qualification

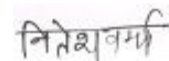
- M.com. from pt. Ravishankar university in the year of 2014 with second division.
- B.com. from pt. Ravishankar university in the year of 2011 with second division.
- 12<sup>th</sup> from cgbse in the year of 2008 with first division.
- 10<sup>th</sup> from cgbse in the year of 2006 with first division.

### Personal Details

- Father's name : Mr. falgo prasad verma
- Mother name : Mrs. bhagvantin verma
- Date of birth : 13 oct. 1989
- Nationality : Indian
- Language known : English, Hindi, Punjabi & Local language.

Date : 31/07/2017

Place: Raipur



Signature

(NITESH VERMA)