**RESUME**

# K. ANURAG

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# 

**OBJECTTIVE**

*I want to face new challenge, gain knowledge about corporate sector, innovate, learn and gather experience from day to day working.*

**PROFESSIONAL EXPERIENCE (ACCOUNTS)**

1. *Designation : Accountant*

*Working type : Financial Reporting & statutory Work*

*Company Name : Singhania buildcon private limited*

*Location : Raipur (C.G)*

*Total experience : 4 year's*

*Industry Type : Manufacturing and Retails sector.*

# Employment details

|  |  |
| --- | --- |
| Company name | Working period |
| Sunil group | 2014-2015 |
| Shivalik group of industries | 2015-2017 |
| R.k.Engineering corporation | 2017-2018 |
| Singhania buildcon private limited | 2019-till date |

**KEY SKILLS AND COMPETENCIES**

* *Checking and Verifying the entry Day to Day  
  (working in ms excel & tally erp9).*
* *Statutory Reporting of TDS (income tax)*
* *GST sales Reporting and Reconciliation with GSTR1.*
* *Working on Input tax credit.*
* *Working of GST3B on basis of sales & purchase data,*
* *Reconciliation of GSTR1 & GST3B.*
* *General day to day accounting and back office work*
* *Sale data Reporting Analyst*
* *Data input & updating of accounts on daily basis:   
  -Voucher entries, delivery note entries, purchase invoice, sales invoice etc. (Accounting Software Package Used Tally. ERP 9).*
* *Preparing Bank Reconciliation Report.*
* *Employee data maintaining.*
* *Maintaining all statuary records.*
* *Attending audit and finalizing books of account with auditors.*
* *Other statutory and non-statutory works.*
* *Monitor Product wise margin/ contribution.*
* *Debtors Credit management /Monitoring outstanding*
* *Working knowledge in Foreign outward Remittance.*
* *Participating in physical stock taking for budgeting purpose*
* *MIS Reporting For leadership.*

***WORK EXPERIENCE:***

* *Supporting the business by assisting to produce accurate financial and management accounting information on, which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.*
* *I work in a turnover of over 280 Cr. per year*
* *Established and maintained an effective system for analyzing and reporting &Collaborated extensively with auditors during preliminary and year-end audit*
* *I was in charge of the reconciliations for 7 large bank accounts & various party reconciliation*

**WORKING KNOWLEDGE*:***

**1.** *Taxation (Tds and Gst)*

**2.** *Efficient onMS Office Especially of Excel*.

(*Vlookup & Hlookup, Pivot table, Index and match, all mathematical formulas, forecasting formula’s, subtotal formula, choose formula, whatif Analysis*)

**3.** *Back office management*

**PERSONAL SKILLS*:***

*Energetic*

*Numerate*

*Investigative*

*Pro-active problem*

**Academic Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | BOARD/UNIVERSITY | GRADE | YEAR |
| 10TH | CHHATTISGARH BOARD | 1ST DIVISION | 2008 |
| 12TH | CHHATTISGARH BOARD | 1ST DIVISION | 2010 |
| B.COM | PT.R,S,S,U | 2ND DIVISION | 2013 |

**CERTIFICATE QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | UNIVERSITY | GRADE | YEAR |
| HUMAN RESOURCE DEVELOPMENT | CHENNAI | 1ST | 2011 |

**PERSONAL INTERESTS**

*Travelling, playing chess, interest in cricket.*

**PERSONAL INFORMATION**

*FATHERS NAME : K.ISHWAR RAO*

*DATE OF BIRTH : 09-08-1991*

*RELIGION : HINDU*

*LANGUAGE KNOWN : ENGLISH, HINDI*

*EXPECTED SALARY : 3Lac (p.a)*

**DECLAERATION**

**I hereby declare that all the above Information’s given are truth to the best of my knowledge and belief**

**Date: Sign.**