

MUKESH PRASAD KESHRI

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OBJECTIVE

To obtain a demanding position in the Financial Planning field and developing compact financial strategy. To be a part of professional environment, to grow as a professional and to work in an innovative team environment in order to make a fruitful contribution in attaining organizational goals.

PROFESSIONAL SYNOPSIS

A competent professional with over 8+ years of extensive experience Accounts and Finance. Keen understanding and significant experience in financial software packages and their application in the Private Sector. Adept at implementing financial procedures, maintaining & finalizing accounts as per statutory requirements and Income Tax Act. Possess knowledge and working experience of Accounts, GST and Income Tax. Draft and handling bills payable and receivable follow up with ageing report of debtors and creditors. Experience of entering cash and bank voucher, sales & purchase register in accounting packages.

SKILLS

- Knowledge about the latest accounting rules and theories
- GST Knowledge
- Organized and structured
- Accurate and detail oriented
- Accountable
- Client centric
- Data Entry Management

WORK EXPERIENCE

- M/s Devsons Steels as Accounts
February 2016 to September 2018
- M/s V.P. Gupta & Company. (Chartered Accountant Firm) as Accounts Executive
January 2015- February 2016.

JOB PROFILE

ACCOUNTS

- Preparing and maintaining statutory books of accounts viz, Journal, Ledger, Cash Book, Purchase & Sales.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Secures financial information by completing data base backups.
- Prepares payments by verifying documentation, and requesting disbursements.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Ensure the adequacy of the accounting system as the basis for reporting to management
- Accounts scrutinizing, vendor & Customer reconciliation, payment follow up and remittance on aging basis.
- Ensuring controls on creditors payment & statutory dues.
- Dealing with banks for both cash credit and current accounts.
- Deliver full substantiation and reconciliation of general ledger balance sheet and key P&L accounts.
- Monthly Reconciliation with Bank & Parties. Preparation of Balance Sheet & P/L Accounts.
- Bank Reconciliation Statement – Cash Flow Statement -Disbursement of Salaries
- Inventory Control & Management - Income Tax - Financial Reports
- Interpret the meaning of accounting records, reports, and statements
- Advise operating officials on accounting matters
- Filling of E waybills.

TAXATION

- Ensuring timely filing of direct, indirect taxes & returns based on the mandatory enactments.
- Managing tax audits and inventory records.
- Preparing Form 16 & Form 16 A from offline or online.
- Timely filing GST & TDS Returns in directly site & Import from tally.
- Preparation of tax summary statement like GST Return and TDS.
- GST Related works eg. Apply/Amendment/Return/Refund/Close.
- Imports & Exports Documentation & Communication with Debtors & Creditors.

EDUCATION

- B.Com. Pass from Delhi University.
- Passed 12th from Govt. Boys Sr. Sec. School, Janak Puri New Delhi.
- Passed 10th from Govt. Boys Sr. Sec. School, Hastal , New Delhi.

TECHNICAL CERTIFICATION

- Completed 180Hrs. Information Technology Training from Lal bahadur Shastri Institute (Basic Course)

COMPUTER PROFICIENCY

- Good working knowledge in Accounting package like, BUSY, Tally ERP 9, and also ERP Software.
- MS Office & Internet Operation like GST, E waybills, TDS, etc,

PERSONAL DETAILS

- Date of Birth : 08, February, 1992
 - Father's Name : Late Rambhu Prasad Keshri
 - Marital Status : Unmarried
 - Language Skills : Hindi, English.
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Place: New Delhi

Date :

(Mukesh Prasad Keshri)

Signature