

RESUME

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Kumar Roushan

Professional experience

ASST. MANAGER – ACCOUNTS & INTERNAL CONTROLLER
BHUWALKA PIPES PVT. LTD., J.C. ROAD, BANGALORE
(From 01st Oct-2017 to till Date)

Job Profile

I am working as Asst. Manager - Accounts & Internal Controller in Bhuwalka Pipes Pvt. Ltd. from 01st Oct 2017.

Checking of our sales Invoices, Checking of all the Entries done in Tally, Processing Payments of Vendors, Maintaining Stock in Tally, Online payments through Net Banking of Taxes, Bank Reconciliation, Creditors Reconciliation, Payment of GST, filling of GST, payment of EPF, Esic, TDS, Filling of TDS.

SAI AUTOWHEELS PVT. LTD. RANCHI
(01st Oct-2011 to 20th Aug-2017)
ACCOUNTS HEAD

Was working as Accounts Head of two Companies i.e. SAI AUTOWHEELS PVT. LTD. (DEALERSHIP OF VOLKSWAGEN GROUP SALES INDIA PVT. LTD.) at Piska More, Ratu Road, Ranchi and RAHUL AUTOMOBILES (DEALERSHIP OF HERO MOTOCORP) at Bariatu Road, Ranchi. From 01.10.2011 to 20.08.2017

As Accounts Manager from 1st Oct 2011 in Sai Autowheels Pvt. Ltd. and then along with this from July 2015 its sister concern Rahul Automobiles (Dealership of Hero Moto Corp) was also a part of my profile.

Good knowledge of GST Regime.

In the Accounting Part VAT, Service Tax, Trade Tax, TDS & online Tax payments, Stock Reconciliation with DMS & Physical Status, Cash Reconciliation, Bank Reconciliation, Creditors Reconciliation, Reconciliation with Company, Retail claims to Company and follow up for getting Credit for the same and daily reporting to our Director regarding Cash & Bank along with Debtors Status is my working area. Books Maintaining, Online Banking, Finalization of Accounts for Audit.

Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.

Provided training to new and existing staff as required.

Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.

Handling the whole accounting part for Showroom along with Workshop.

Handling a Group of 15 to 20 Persons.

I have to produce quarterly Report of Profit & Loss and Balance Sheet.

**RAMA AUTO DEALERS PVT. LTD.,
(12th Mar-2009 to 30th Sep-2011)**

RANCHI

ACCOUNTS OFFICER.

Worked as An Accounts Officer from 12th March 2009 to 30.09.2011 in Rama Auto Dealers Pvt. Ltd., Ranchi, an authorized Dealer of TATA MOTORS LTD. Dealing in Car, MUV Sales & Service situated at Piska More, Ratu Road, Ranchi.

Tally 9.0 & O/S Windows 2007

In the Accounting Sales Tax, Service Tax, DTO Tax, TDS deduction & payments, Cash Reconciliation, Bank Reconciliation, Branch Reconciliation, Debtors Reconciliation and daily reporting to our Director regarding Cash & Bank Status.

Monitoring the staffs as per company needs. Planning and implementation of financial strategies by keeping in view of rivals activities.

M/S AUTOMOTIVE BAJAJ

RANCHI

(26th Mar-2006 to 10th Mar-2009)

ACCOUNTS OFFICER.

Worked as An Accounts Officer in one of the Authorized dealer of BAJAJ AUTO LTD (Two-Wheeler), Controlling Head Office from 01st April 2007 to 10th March 2009. From 26th March 2006 to 31st March 2007 as Accountant in one of its Branch situated at Itki Road, Piska More, Ranchi.

Database SQL2003, UPTO DMS With Tally Bridge, Tally 9.0 & O/S Windows 2003 Advance server. (HO + Branch, 25 Computer Networking Infrastructure).

In BAJAJ Our DMS software Package is mainly for Sales Solution, so I control the Accts. Part by Tally 9.0 Ver.

In the Core Accounting part Sales Tax, Service Tax, DTO Tax, Bank Reconciliation, Branch Reconciliation, Financer Account, Supplier Account as well as customer along with Sub-Dealer's Account Statement monthly in addition with all the correspondence related to Supplier & Financer parts directly controlled by me.

M/S M.R & CO LTD (MR GROUP)

RANCHI

(Sep-1998 to Mar-2006)

ACCOUNTANT CUM EDP.

Worked As AN Accountant Cum Data Entry Operator in One Of The Most Renowned MR Group Of Companies At Ranchi Br Up to 25th Mar-2006.

GRADUATE (B.COM),

DIPLOMA IN COMPUTER APPLICATION FROM ZENITH COMPUTER EDUCATION-RANCHI

CERTIFICATE IN COMPUTING FROM IGNOU-RANCHI.

▪ **DIPLOMA IN COMPUTER APPLICATION.**

▪ **CERTIFICATE IN COMPUTING (IGNOU).**

SL		CONTAINS	DIV.
1		DOS, WINDOWS, WORD, ACCESS, POWER POINT.	1 ST

• **EDUCATIONAL DETAILS UPTO GRADUTION.**

SL	YEAR	CONTAINS	DIV.
1	2001	GRADUATION	2 ND
2	1998	INTERMEDIATE	1 ST
3	1996	MATRICULATION	2 ND

Language known English, Hindi & Kannada (Learning).

Date Of Birth 4TH JUNE 1980

Sex Male

Father's Name Late Awadhesh Pd. Sinha

Permanent Address Jai Prakash Nagar, Chunna Bhatta
Kumhar Toli, Near Pahari Mandir
Ranchi, JHARKHAND-834001

Martial Status Married

Religion Hindu

Nationality Indian

CTC 45,000/-

Personal Strength CONFIDENCE LEVEL IS HIGH.

Place BANGALORE

Date

(KUMAR ROUSHAN)