

# KUMUD KANT PANDEY

□: A-100,Laxmi Nagar, Delhi-110092  
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## **Accounts & Payroll Professional**

*(Offering over 09 years of experience)*

### **PROFILE & STRENGTHS**

- Seasoned & dynamic professional offering over **09 years** of experience across, **Accounting Operations, Reconciliations, Financial Management, Taxation Matters, Payroll Process** and **Auditing** across the industry.
- To build Day to day accounting in systematic way as a separate & powerful value adding process. Expertise in Bank Reconciliations, formulating and implementing Accounting Policies/Procedures, Taxation Principles and Statutory Enactments with the ability to relate theory with practice.
- A deft business analyst, recognized as a hands-on, proactive individual who can rapidly identify business problems, formulate tactical plans, initiate change and implement effective business strategies in challenging environments.
- Solutions oriented approach with excellent relationship management skills, successfully and consistently delivering the responsibilities to streamline Payroll, Finance and accounts operations leading to revenue, generation and profitability.

#### **Core Competencies**

□ **Accounting** □ **Bank Reconciliation** □ **Statutory Compliances** □ **Taxation** □ **Auditing** □ **M.I.S reporting**  
□ **Payroll Process (Indian)** □ **Financial Management**

### **PROFESSIONAL EXPERIENCE**

#### **Sr. Account Executive**

##### **OOR MART**

(OOR MART is a growing in Retail and E-Commerce)

**March 2017 – Till Date**

#### **Account & Finance Executive**

##### **ADMA SOLUTIONS PVT. LTD**

(ADMA SOLUTIONS is a leading Outsourcing company specializing in HR Shared Services, Consulting, and Payroll Management. )

**April 2010 – Feb 2017**

#### **Accounts Executive**

##### **NACRE HR OUTSOURCING PVT. LTD**

(One of the leading Company - HR outsourcing practice through Temporary and permanent Manpower Staffing.)

**Feb 2008 - March 2010**

## **Key Accountabilities:**

### **In Finance and Accounts Function**

- Entire gamut of accounting functions - Day-to-day accounts, Finance, Bank Matters, Preparation & Finalization of Accounts.
- Maintaining for the daily basis bank reconciliation statement and other statement like: Debtors, Creditor etc.
- MIS, Fund Flow/Cash Flow (Monthly), P/L Accounts, TDS Details,
- Preparation & online filing of GST & TDS Return.
- Budgeting & Planning.
- Preparation of GST challan and online payment of GST.
- GST & TDS Return.
- Preparation of TDS challan and online payment of TDS.
- Inventory Maintain (Physical & Online)
- Invoicing and Shipping.
- Account Receivable & Accounts Payable.
- Finalize the payment aging of creditors, AMC's
- Maintenance of Fixed Asset Register
- Monitor organization expenditures against budget and conduct variance analysis with actual – cost center / department-wise on monthly basis.
- Generation of timely Invoice processing and follow-up their payment collection
- Handling bank related activities (i.e. RTGS, NEFT, DD, issuing cheques etc) and net banking transactions.
- Monitoring and Conducted the following program - Statutory Audit, Tax Audit, Internal Audit, Company law matters,
- Monthly Payroll process of Indian employee payroll.
- Tax planning.
- Ensure all claims are processed/paid on time
- Cash flow/fund flow statement.
- Issue Form 16/16A.

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## **ACADEMIC & PROFESSIONAL CREDENTIAL**

- ICWAI Inter (First Group)
- Certificate in Accounting Technicians (CAT) from ICWAI, Delhi
- **Bachelor of Commerce (Accounts Hons.)**  
Vinoba Bhave University, Jharkhand

## **COMPUTER PROFICIENCY**

- MS Word, MS Excel, MS Power Point
- Accounting Software- Tally 9.6
- Internet Savvy, E-mail, Outlook

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**Date of Birth:** 26<sup>th</sup> Jan 1980, **Language Know:** English, Hindi, **Nationality:** Indian

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