

## CURRICULAM VITAE

### **Vijay Kumar Yadav**

Mob.No. 8882974935

A- 201 Gali No. 2/3, Part-1,

1<sup>st</sup> Pusta, Sonia Vihar,

Delhi-110094

**Email: vijayyadav387@gmail.com**

---

### **Objective**

To Establish a Challenge and Growth Oriented Career in a well known and Reputed Organization around the Globe Primed for 21<sup>st</sup> Century that offers environment with creative freedom wherein I can prove my skills and qualifications and prove myself as an asset for the Organization.

### **Educational Qualification**

- 10th Passed in 2006 from C.B.S.E
- 12th Passed in 2008 from C.B.S.E
- B. Com (Pass) Passed in 2011 from Delhi University(S.O.L)
- C.P.T (C.A) Passed

### **Accounting Software & Computer Skills**

- All version of Tally (up to ERP 9).
- Basic knowledge of computer.
- MS-Office (Word, Excel, PowerPoint), Internet.
- Typing Speed (40-45 wpm in English)

### **Experience**

- Accounts training with Gogia & Associates.
- 7 Years' Experience in Account Sector as a Accounts/Accountant.  
at PMC FINCORP LIMITED 14/5, Old Rajinder Nagar, New Delhi-110060 Since Nov 2012 TO June 2019.

**About Company:** PMC FINCORP LIMITED is a Non-Banking Financial Company

### **Operation and Accounting**

- ❖ Making Voucher for payment to supplier or vender day to day.
- ❖ Record all company activity in tally.
- ❖ Voucher entries of purchase , sale , journal ,cash , payment received etc
- ❖ Distributing Petty Cash
- ❖ Preparation of Bank reconciliation.
- ❖ Daily Fund Flow statement.
- ❖ Daily PDC Detailed.

- ❖ Liability Report preparation.
- ❖ Debtor List and Advance against Debtors.
- ❖ Payment to Creditors.
- ❖ Debtors and Creditors Reconciliation.
- ❖ Inter Bank Reconciliation.
- ❖ Company salary TDS and Non TDS computation.
- ❖ Company TDS payment of salary and Non salary (92B,94C,94I,94J)
- ❖ Involve in company ROC filing with consultant.
- ❖ Monthly GST Data given to CA (GSTR1,GST3B)
- ❖ Help for preparing Balance Sheet as per Company Act-2003.

### **Reporting**

- ❖ Daily Fund Flow and Bank projection.
- ❖ Preparation of Bank reconciliation.
- ❖ Preparation of Quarterly Fund utilization MIS

### **Personal Details**

Father's Name	:	Shri. Sant Ram Yadav
Date of Birth	:	07-March-1991
Language Known	:	Hindi, English,
Marital Status	:	Single
Mobile	:	+91-8882974935
Address	:	A-201, Gali No.2/3, Part 1, 1 <sup>st</sup> Pusta, Sonia Vihar, Delhi

### **Declaration**

**I hereby declare that all the above information is correct to best my knowledge.**

**Date:**

**Place: New Delhi**

**(Vijay Kumar Yadav)**