

Nikhil Kumar Upadhyay
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OBJECTIVE: -

To Work with an organization that provides me excellent training and paves the way of early assumption of responsibilities. I would like to grow with one organization, contribute to it finally rise to its decision making and strategy formulating levels.

SUMMARY OF SKILLS: -

- Proven ability to lead effective teams.
 - Hard working, able to multi-task effectively & can work in a challenging environment as part of a team
 - Outstanding training, leadership, and communication skills.
 - Produce results within a team environment or independently, utilizing a "take charge" attitude, self-motivation, and commitment.
 - Customer communication and customer relationship skills; excellence in partnering with internal and external customers with exceptional commitment to quality, negotiation, and persuasion skills.
 - Fast learner who has been consistently cited for ability to achieve rapid comfort level in new environments.
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Professional WORK EXPERIENCE: -

KSL & Industries Ltd **Duration: - Oct 2014 to May 2018** **(As: - Accountant)**

Young Concepts India Incorporated **Duration: - June 2018 to May 2019** **(As: - Accountant)**

Freight Wings India Pvt Ltd

Job Summary:

- Managed vendor accounts, & Generate Invoices.
- Managed financial departments with responsibility for Budgets, Payable and Receivable.
- Prepared monthly report of TDS & PT.
- Administered online banking functions
- Managed payroll function for employees
- Monitored and recorded company expenses.
- Filled monthly return of GST.
- Filled Quarterly TDS Return.
- Filled Monthly PT Return
- Filled PF Monthly PF Return.
- Handling Petty Cash.

ACADEMICS:

Diploma in Accounting, From R.K. Malhotra Manual / Computerise Training Centre

2009-2012	Mahatma Gandhi Kashi Vidyapeetham	Varanasi
A Bachelor of commerce (B.Com.), From Kashi Naresh Government PG College,		
2008-2009	H.S.C. Utter Pradesh State Board Education	Allahabad
H.S.C. From Shri Narayan Inter Mediate College.		
2006 -2007	S.S.C. Maharashtra State Board Education	Allahabad
S.S.C. From Mahaveer Intermediate College.		

IT SKILLS:-

➤ Applications : MS- Office, BUSY , ERP , Tally.

PERSONAL DETAILS:-

➤ Date of Birth	:	8 th July, 1993
➤ Language Known :	;	English & Hindi
➤ Strengths	:	Positive Thinker, Responsible
➤ Marital Status	:	Married

Date:

Place: Mumbai

(Nikhil Kumar Upadhyay)