

MADAN KUMAR

Address: - House No.-439, Street No-10, H-3 Block
Kunwar Singh Nagar, Nangloi, Delhi-110041
Mobile: +91- 9911955468
Email: - mmadan200@yahoo.com
Preferred Location:- Delhi NCR

OBJECTIVE

Objective to work in an Organization which will explore my talent and where I will have the best opportunity and intent to become an asset for the Organization.

CAREER SUMMARY

M. Com. with the Specialization in Finance and Accounts from Indra Gandhi National Open University (IGNOU) Delhi, with vast experience in handling Accounting, taxation, Compliance filing, TDS return, GST Return, Balance Sheet finalization etc.

EXPERIENCE IN DETAIL

1. DCM & Associates

June-2013 to Mar-2018

Designation: Accounts Trainee

Roles & Responsibilities

Accounting

- Handling day to day accounting of the clients.
- Vendor Reconciliation.
- VAT Return Preparation and filing.
- Service Tax return Filing.
- Balance Sheet Finalization of the clients.
- PF & ESIC return.
- ROC return preparation and filing.
- VAT Assessment
- Preparation of Notice of AGMs and preparation of annual returns.

2. Unicel Infra Pvt. Ltd.

April 2018 to Present

Designation – Accounts Executive

Roles & Responsibilities

- Day to day accounting.
- GST return preparation and filing
- R-2 Reconciliation.
- Scrutiny of the expenses submitted by the employees.
- Arrangement of B.G.
- Debtors Management.
- TDS return Preparation.
- Liaisoning with C.A. during audit.
- Finalization of Accounts.
- Management Information System (MIS) Report preparation.

ACADEMIC QUALIFICATIONS

M.Com From Indra Gandhi National Open University in December 2017.
Bachelor of Commerce, University of Delhi in 2014
Senior Secondary school Examination C.B.S.E.
Senior Secondary Examination From C.B.S.E.

COMPUTER PROFICIENCY

Operating System: Windows 2000, Windows XP, Windows 7.

Packages : MS Office, Tally ERP9., Webtel etc.

PERSONAL DETAILS

Marital Status	: Married
DOB	: 12 th Dec 1992
Gender	: Male
Nationality	: Indian
Father's Name	: Mr. Jai Ram
Mother's Name	: Mrs. Dhanpati Devi
Language	: English, Hindi

Declaration

I hereby declare that the information given herewith is correct to my knowledge and I will responsible for any discrepancy

Place: New Delhi

(MADAN KUMAR)