

RESUME

KAPIL KUMAR

7/9, A-1 Block Bangali Colony,
Sant Nagar, Burari
New Delhi – 110084
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Career Objective

To Work hard and to prove my ability, skill and to contribute the growth of the company in challenging situation to secure responsible position. Seeking high level challenging assignments in Finance & Accounts with an organization of repute.

Synopsis

- A dynamic Professional Experience with more than **SEVEN YEAR in** Finance and Accounts.
- Presently associated with **MAHARASHTRA FEEDS PRIVATE LIMITED, Rajasthani Udyog Nagar, G.T. Karnal Road, Delhi** as an Assistant Manager Accounts.

Organization Experience

MAY 2018 – Till Date :- Assistant Manager Accounts , Maharashtra Feeds Pvt.Ltd. , Rajasthani Udyog Nagar, G.T. Karnal Road, Delh.

APRIL 2016 – MAY 2018 :- Assistant Manager Accounts , Pacific Development Corporation Ltd. , Ghaziabad.

APRIL 2013 – APRIL 2016:- Sr. Executive Accounts & Finance , Earthcon Constructions Pvt. Ltd., Sector - 1, Noida.

JAN 2012 – APRIL 2013 :- Executive Accounts & Finance , R.C.Kapoor Infrastructure Pvt. Ltd., Askok Vihar, New Delhi.

Responsibilities Handled

Accounting Operations

- Bank Reconciliation of various type of Bank on daily Basis.
- Making Payment through RTGS/NEFT/CHQ to Vendor's/Supplier's on daily Basis.
- Maintaining Receipts & Payments of daily transaction
- Co-ordination with Bankers regarding Financial Transaction of the Company on daily Basis.
- Administered online banking functions.
- Processing of Purchase Bills and Non -Purchase Bills.
- Process of Contractor Bills in Software.
- Preparation of day to day Expenses vouchers.
- Debtor's reconciliation, Creditors reconciliation.
- Reconcile receivable/payable/Salary payable/Incentive payable on monthly basic.
- Reconciliation of Purchase Account.
- Handle Accounts payable & receivable procedures.
- Process of daily Expenses in software.
- Process of Employee's salary.
- Preparation Salary Slips of Employee on Month end.

- Preparation Depreciation Calculation Sheet on Fixed Assets of Companies.
- Book of Provision of Income Tax, Audit Fees and Expenses on Year end.
- Draft of Balance Sheet and Profit & Loss account of various Companies.

Taxation

Direct Taxation

- Calculate TDS on Contractor, Sub-Contractor, Professional, Rent, etc.
- Preparation of TDS Computation on Salary and Non –Salary.
- Online Tax Payment of TDS on Monthly Basis.
- Filing of Quarterly E-returns through TDS Software – **Webtel**
- Issuing of TDS certificate Form-16A & Form-16 on Year end and Quarter end.
- Reconciliation of TDS Receivable with 26AS.
- Online TDS Registration on Traces and TDS Compliance download from Traces.
- Preparation of Income Tax Computation and e-Filing of Income Tax Return of Individual (ITR - 1, ITR-4&4s).
- Interaction with Internal & Statutory Auditors.

Indirect Taxation

- Online GST Registration.
- Filing of Monthly & Quarterly GST Return (GSTR-3B & GSTR-1).
- Monthly online GST Payment.
- Preparation of Reverse Charge Mechanism under GST.
- ITC Reconciliation with GSTR-2A on monthly basis.
- Generate E-WAY BILLS for outward & inward supply.
- Calculate Service Tax on Service Invoice.
- Calculate Reverse charge on Service Invoice.
- Preparation of Service Tax Computation (Service Tax Input – Output adjustment) for Service Tax Payment.
- Preparation of Reverse Charge Mechanism.
- Online Service Tax & Reverse Charge Payment on Monthly Basic.
- Filing of Half Yearly E-Return of Service Tax.
- Provisions Book Service Tax Payable on month end.
- Internal and External Audit of Service tax.
- Preparation of VAT Tax Computation (VAT Input – Output adjustment) for VAT Tax Payment
- Filing of Monthly E-Return of UPVAT
- Issue of C & F Forms.
- Issue of Road Permit for Transports.

MIS Report

- Preparation of daily Fund Position.
- Preparation of Monthly Fund flow Statement.
- Preparation of Weekly Outstanding Debtor's or Creditor's details.

Allied Works

- PAN application, TAN application, Service Tax registration, Sales Tax registration,
- ROC work and other Department related works.
- Participated in Making of Various Project reports for Term Loans etc.
- Responsibilities included assisting, coordinating and execution of the various assignments.

Accounting Software

- Well Experienced in working on **FARVISION Accounting Software**.
- Well Experienced in working on **Tally 9.0 & Tally ERP 9**.
- Well Experienced in working on **Busy Accounting Software**.

Professional Qualification

- Pursuing **ICWA Intermediate** from the **Institute of Cost Accountants of India (ICAI)**.
- **MBA (FINANCE)** from **Accurate Institute of advanced Management**, Greater Noida. (**MAHAMAYA TECHNICAL UNIVERSITY, NOIDA**) in 2012.

Other skills

IT Credentials

- MS Office (Word, Excel, PowerPoint, Access and Outlook)
- Completed One Year Certified Industrial Accountant Course from Institute of Computer Accountant (ICA).
- Internet Skills.

Personal Profile

Name	:	Kapil Kumar
Father Name	:	Mr. Suresh Chandra
DOB	:	1 st Aug 1988
Address	:	7/9, A-1 Block Bangali Colony, Sant Nagar, Burari, New Delhi
Nationality	:	Indian
Sex	:	Male
Marital status	:	Married
Languages Known	:	Hindi, English
Strengths & skills	:	Self Confidence, Good calculator, Highly Trustworthy, Good initiator, Quick Learner, Problem Handling, Multitasker, Smart Working ability .
Hobbies	:	Interaction with People, Amiable Nature

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:

(Kapil Kumar)