

# **CURRICULUM VITAE**

## **KAPIL KANT MAHESHWARI**

A-3/158 2<sup>nd</sup> Floor

Sector 17, Rohini,

Delhi-110089

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## **Career Objective**

To, Become A Successful Professional In The Field Of Accounting And To Work In An Environment Of Teamwork And Innovation.

In quest for challenging assignments in Finance & Accounts with leading organizations

## **CAREER PRÉCIS**

- A growth oriented individual with over 18 years' experience in Finance & Accounts.
- Expertise in managing all aspects of Accounts & Finance including Accounts Receivable, Accounts Payable, Taxation, Statutory Compliance, Sales Tax, Income Tax, Service Tax, Goods & Service Tax, TDS Returns, Cash Management, Banking Matters and other general accounting requirements.
- Excellent interpersonal, analytical & negotiation skills with proven track record of spearheading numerous cost innovation projects during the career span.
- Conversant with Tally 9. ERP, Busy, Computex ,Web tell, Sure TDS ,Windows, Microsoft "Outlook Express" & MS Office)
- Excel, Power Point) & Internet applications.

## **WORK EXPERIANCE**

- Currently Working as Manager Finance & Accounts with *Vinishma Technology Pvt. Ltd* From Feb-2016 to till date.
- Six year Experience With *Gypsum Structural India Pvt.Ltd.* as Dy. Manager Finance & Accounts since December 2012 to Feb-2016
- Four Year Experience with *R. C. Energy Metering Pvt.Ltd* as a Sr. Accounts Officer since Feb-2008 to December 2012.
- Eight Year Experience with *EP Electronic Paradise Pvt.Ltd* as an Accounts Officer.

## **JOB PROFILE**

- ❖ Maintenance books of Accounts both primary & Secondary
- ❖ Debtors control by follow up for payments.
- ❖ Preparing trial Balance & Balance Sheet.
- ❖ Verification of purchase bills through GRNS and purchase order and Creditor Control.
- ❖ Preparing monthly stock statement & physical verification of stock on quarterly basis
- ❖ To handle Cash Flow & Fund flow management, maintaining ledgers books.
- ❖ To keep the records & Reconciliation of Accounts payable & Accounts receivables.
- ❖ Prepare daily MIS (Management Information System)
- ❖ Finalisation of Monthly Payroll.
- ❖ Credit control & collections
- ❖ Taxation (VAT Returns, Income Tax, Auditing, TDS Returns, Service Tax Return, G.S.T Working & Returns).
- ❖ Day to Day cash/bank operations
- ❖ Able to create and follow systems or procedures of bills vendor payment
- ❖ Bank reconciliations, Bank Limits Renewal, Stock Statement & CMA Data.

## **PROFESSIONAL CREDENTIAL**

Six Months Diploma from Aptech Ltd. (Tally ERP9, Busy, Ms-Office and Ms Dos)

## **EDUCATIONAL CREDENTIAL**

- ❖ Master in commerce (M.Com) From P.C.Bagla College Hathras (U.P.), Agra Univ. Agra, 2001.
- ❖ Bachelor in Commerce (B.Com) from Kasganj (U.P.), Agra Univ. Agra in 1998

## **PERSONAL DETAILS**

<i>Date of Birth</i>	<i>26<sup>th</sup> March 1976</i>
<i>Father's Name</i>	<i>Mr. B.N.Maheshwari</i>
<i>Marital Status</i>	<i>Married</i>
<i>Languages</i>	<i>Hindi ,English ,Punjabi</i>
<i>Nationality</i>	<i>Indian</i>
<i>Current Gross Salary</i>	<i>42000.00 PM</i>
<i>Expected Gross Salary</i>	
<i>Notice Period</i>	<i>30 days</i>

### **Declaration**

I Consider Myself Familiar With Accounting Field I Am Also Confident Of My Ability To Work In A Team. I Hereby Declare That The Information Furnished Above Is True To The Best Of My Knowledge And Belief.

Date: ...../...../2019

Place: Delhi

**KAPIL KANT MAHESHWARI**