

Rakesh Kumar Mullick
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Career Objective

Diligent accounting professional with superior account reconciliation skill and passion for continuous improvement. Bringing 6 years of excellent performance in Accounting Officer roles, including commendation for providing consistent empowering leadership. To secure a challenging position in an organization, where I can apply my knowledge, skills and be a part of an organization's success and grow with it.

PROFILE SUMMARY

- A result-oriented professional with 6 years of experience in Accounting.
- Presently associated with Transport Corporation of India Limited as Accounts Officer.
- A budding management professional who pursuing Cost accountant course from Institute of Cost accountant of India.
- Abilities in handling multiple priorities, with a bias for action and a genuine interest in personal and professional development.
- Team player with strong analytical and leadership skills.

Work History

Since April 2016 Transport Corporation of India Ltd as Accounts Officer

April '14 to Mar '16 TCI Developers Limited as Senior in-Accounts

Transport Corporation of India Ltd. ("TCIL" or "the Company") is a public Company domiciled in India and incorporated under the provisions of the Companies Act, 1956. Transport Corporation of India is India's leading end to end integrated supply chain and logistics solutions provider (LSP) and a pioneer in the sphere of cargo transportation in India. Leveraging on its extensive infrastructure, strong foundation and skilled manpower, TCIL offers seamless multimodal transportation solutions. An ISO 9001:2008 certified company, TCIL is listed with premier stock exchanges, namely, NSE and BSE.

TCI Developers Limited ("the Company") is a Company registered under the companies act, 1956. It was incorporated on 14 May, 2008 as a real estate arm of TCI Group. The company is engaged in the business of Real estate and Warehousing development activities.

Job Responsibility:- TCI Developers Limited

- All types of Accounting Entry Such as Payment, Receipt, Cash, Bank and Journal Entry.
- Organised and able to deal with multiple workloads at the same time.
- Bank reconciliation on Monthly basis.
- Customer & Vendor Reconciliation.
- Voucher Approval (Debit & Credit Voucher).

- Generate CBS (Cash & Bank Statement)
- Reconciled processed work by verifying entries and comparing system reports to balance.
- Collected information from clients before securing accounts, verifying payments and special needs.

Job Responsibility:- Transport Corporation of India Ltd

- Preparing details of TDS & GST on monthly basis.
- Monthly preparation for TDS amount Deposit
- Quarterly preparation & submission of TDS returns.
- Responsible for monthly sales & purchase reconciliation & ensuring 100% accuracy in terms of GST rates
- Monthly preparation & submission GST returns.
- Setting and implementing process for in depth scrutiny in cross checking invoices for tax points of view.
- Responsible for timely deposit of taxes & its returns without paying any interest & penalties with 100% accuracy.
- Reconciliation of gstr-1 vs gstr-2A
- Checking each and every invoice for availing input tax credit as per GST law.
- Timeliness and accuracy in return filling.
- Out ward liability and ITC Reconciliation.
- Ensure to the maintenance of details and up to date record.
- Accounts & records to be maintained under GST payment reconciliations.
- Reconciliation of sales and purchase with Books & GST.
- Filling every GST return (Gstr-1 and Gstr-3b) timely basis.
- Responsible for providing gstr reconciliation data to Statutory auditor and coordinate to statutory auditor.

Skills

- Accounts receivable and payable
- General ledger entry Funds reconciliation
- Internal controls implementation
- Commission calculation Invoicing and collections
- Filling GST and Tds Return

Educational Qualification:-

- LLB in 2020 from Utkal University. Bhubaneswar. Odisha.
- M Com in 2017 from Indira Gandhi Open University, Delhi.

- Inter Group 1 pass out of Institute of Cost accountant of India.
- B.Com (Accounting Honours) in 2010 from Utkal University, Bhubaneswar. Odisha
- +2 Com in 2007 from Council of Higher Secondary Education, Odisha.
- Matriculation in 2005 from Board of Secondary Education, Odisha.

Computer Knowledge:-

- Basic Knowledge of Computer (MS-Excel, MS-Office, MS Power Point) & Internet.
- One Year Diploma in Computer Application with Accounting Package Tally (5.4, 6.3, 7.2 & Tally 9) Busy
- Working on TCI Customised ERP Oracle based Software.

Strengths:-

- Creative Mind.
- Good communication skills.
- Politeness, Calmness
- Can work in team as well as individually.
- Easily adaptable to new places and situations.
- Self motivated

Personal Details:-

- Date of Birth : 11th Jun 1990
- Father's Name : Mr. Raghunath Mullick
- Sex : Male
- Nationality : Indian
- Marital Status : Unmarried
- Language Known : English, Hindi, Odiya
- Permanent Address : At-Odisso ,Po- Odisso Andeigoda, Via – Dharmasala
Dist-Jajpur, St- Odisha, Pin code-755008
- Present Address : Plot No 69, Institutional Area, Sector-32, Gurgaon,
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(RAKESH KUMAR MULLICK)