



AJAY KUMAR

CMA QUALIFIED, B.COM

Current Address 96A, Mohan Garden
Uttam Nagar, New Delhi-110059

Contact 8287018402, 7015665562

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Career Objective

To obtain a learning and challenging position where I can utilize my Professional knowledge and Skills for contributing symbolic growth of Organization.

SKILLS

TALLY
ERP 9

Compu
Tax

MS
OFFICE
Vlookup
Pivot
Table

INTERESTS

GOODS &
SERVICES
TAX

INTERNATI
ONAL
TAXATION

COST
ACCOUNTI
NG

Financial
Accounting

PERSONAL DETAILS

Father Name	Sh. Arun Kumar
Mother Name	Mrs. Sheela Davi
DOB	19/9/1989
Permanent Address	House. No 409, Shiv Colony Rewari-123401(H.R)

Professional & Academic Qualification

Class/Degree	Board/University	Year	Result
CMA Final	Institute of Cost & Management Accountants of India	December 2020	64.125%
Bachelor of Commerce	Maharshi Dayanand University, Rohtak	April 2011	50.166%
Sr. Secondary (10+2)	Jain Sr. Secondary School, Rewari (H.B.S.E.)	February 2008	55.4%
Secondary (10 th)	Northern Railway High School, Rewari (H.B.S.E.)	March 2006	52.5%

Work Experience:

Century Autotech Pvt.Ltd Dharuhera- Accounts Assistant	January 2018 to April 2018
Responsibilities: <ul style="list-style-type: none">Accounting Entries of Purchases, Bank receipt & Payment, Journal entries and TDS Entries Entry in TallyPreparation of sale MIS Report daily Basis.Updating of previous Days sale & Collection in a Format.Mailing of Outstanding payment list to Sale Team.Preparation of Age wise Outstanding Report and mail Sale Head and preparation Ledger Bill wise Report to Area Sale AM.	
KPSK & Associate, CA Firm, Rewari- Paid Assistant	June 2017 to October 2017
Responsibilities: <ul style="list-style-type: none">Computation of Tax liabilities of Individual & Proprietorship Firm.E-filing of ITR-4 Sugam Under Sec.44AD and ITR-1 Sahaj for individual.Accounting Entries of Purchases, Sale, Bank receipt & Payment, Journal entries and TDS Entries.Day to Day Invoicing Bookkeeping on Tally.GST Registration and Return Filling GSTR1, GSTR3B.Prepare projected Balance Sheet for Bank Loan.	
D Prasad & Associates, CMA Firm, Delhi- Trainee	December 2016 to May 2017
Responsibilities: <ul style="list-style-type: none">Cost Analysis in Health sector of Operation TheatreCost Analysis in ICU, General ward and Private Ward.	
Sanjay & co. CMA Firm, Delhi- Trainee	August 2014 to March 2015
Responsibilities: <ul style="list-style-type: none">Accounting Entries of Purchases, Sale, Bank receipt & Payment.Data Entry in Tally	