

GOPAL MISHRA

OBJECTIVE

I am a diligent, confident and result oriented person who has a sense of loyalty and courage. My assets are my determination to succeed and my desire to learn. I believe in the philosophy of team building and adding value to my role in the organization.

PROFESSIONAL EXPERIENCE

ORGANIZATION: Nice Frame Pvt Ltd		NATURE OF BUSINESS: CONSTRUCTION AND INTERIOR FIT OUT WORK	
DESIGNATION : Accountant		DURATION: Sept-17 till now	
RESPONSIBILITY	A. <u>Operation Accounting</u>		
	<ul style="list-style-type: none">➤ Solving Auditors Queries pertaining to P & L Account and Balance Sheet➤ Reconciliation of Payments with Invoices➤ Parties Reconciliation on monthly Basis➤ Calculate & Depositing of Tax Deducted at Source of Companies & Contractors➤ Making Cheques of payments & vouchers of Daily Routine & Handling of all Cash Payment like Cell phone Bills, Staff Welfare & Local Conveyance on Daily Basis.➤ Handling Cash and Bank➤ Bank Reconciliation Statement on weekly and Monthly Basis➤ GST Return and filling work		

ORGANIZATION: uthkrisht Buildcon Pvt Ltd		NATURE OF BUSINESS: CONSTRUCTION	
DESIGNATION : Account Executive		DURATION: May-16 to Aug-17	
RESPONSIBILITY	A. <u>Operation Accounting</u>		
	<ul style="list-style-type: none">➤ Solving Auditors Queries pertaining to P & L Account and Balance Sheet➤ Reconciliation of Payments with Invoices➤ Clients Reconciliation on Daily & Weekly Basis➤ Making Cheques of payments & vouchers of Daily Routine & Handling of all Cash Payment like Cell phone Bills, Staff Welfare & Local Conveyance on Daily Basis.➤ Calculate & Depositing of Tax Deducted at Source of Companies & Contractors➤ Bank Reconciliation Statement on weekly and Monthly Basis➤ UPVAT Monthly Return Filling and Assessment➤ DVAT Monthly Return Filling and Assessment		

ACADEMIC RECORD

Complete Academic Details are as follows:

	DEGREE / COURSE	INSTITUTE
	B.Com	Delhi University
	10 th +2	Bihar Board
	10 th	Bihar Board

COMPUTER SKILLS

- | | |
|-----------------------|---|
| • WORD PROCESSOR | - MICROSOFT WORD 2003, XP |
| • SPREAD SHEET | - MICROSOFT EXCEL 2003 |
| • ACCOUNTING SOFTWARE | - TALLY 4.5, TALLY 5.4, TALLY 6.3, TALLY 7.2 & TALLY 9, DEESUN. |
| • INTERNET & E-MAIL | - INTERNET EXPLORER, OUTLOOK EXPRESS |

HOBBIES

INTERACT WITH PEOPLE, MAKING GOODS FRIENDS

PERSONAL DETAILS

FATHER'S NAME	SH. VINOD MISHRA
ADDRESS	H. NO. D-42 GALI NO-9 WEST VINOD NAGAR DELHI 92.
CONTACT NO.	8527472131
DATE OF BIRTH	2 ND MARCH 1985
NATIONALITY	INDIAN
SEX	MALE
E-mail ID	Mishrgopal1985@gmail.com

PLACE : DELHI

Date : _____

(Gopal Mishra)