

KAPIL KAPOOR
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Executive Summary

- Result oriented professional with 11 years of experience in Accounts Management, Customer service and Operations. Hardworking, Trustworthy and Passionate with strong organizational skills.

Professional Summary

1) October 2017 to till date (3 years & 9 months)

- Presently working with **BARNALA DYES & INTERMEDIATES–Tilak Bazar, Delhi**, as a key role of "**Senior Accountant**".
"BARNALA DYES & INTERMEDIATES" as a manufacturer, trader and supplier of all dyestuff as well as auxiliaries, chemicals, enzymes, pigments, inks, etc.

Duties and Responsibilities:-

- Day to day accounting transactions on Tally 9, Book Keeping, Cash Handling, Bank Reconciliation, NEFT/RTGS, Stock Inventory, Purchase, Sales, Eway Bills, Salary, Payments, Receipt, Credit-Debit Note, Journal, Contra entries.
- Filling all GST Returns by own (GSTR1,GSTR-3B, Reconciliation of GSTR2A on monthly basis), Fresh Registration, Changes/modification on GST, Payment of GST tax.
- Make Challan of TDS, Return will deposit by CA.
- Make Advance tax payments, Prepare Income tax return and filed by CA.
- Reconciliation of Balance Sheet and Profit & Loss Account.
- Make MIS on excel for Bank Balance, Cash, Creditors List & Stock in hand on weekly basis.
- Maintain Company's OD Bank Accounts as well as Family Personal Accounts.
- Quick response to query mails along with CA audit queries and any OD related bank query.
- Manage office duties, attendance of staff, answering phone calls.

2) February 2013 to September 2017 (4 years & 7 months)

- Worked with **RajShree Diamonds–Kingsway Camp, Delhi**, as an "**Accountant**".
They are traders and wholesaler of Gold Bar & Diamonds.

Duties and Responsibilities:-

- File Sales Tax Return by own on quarterly basis, Generation of C-forms, Prepare Form 9 and issue C-forms to party, Reconciliation of Purchases on DVat, Make Dvat fresh registration (Tin Number) or modification.
- Make Assessments, Refunds on VAT of the previous years from Sales Tax office.
- For movement of goods, make Delhi Sugam-2 (DS-2 form)
- Maintain Company's Current Bank Account and Reconciliations.
- Prepare service tax return, income tax return and payment of advance tax paid on time.
- Verified daily cash flow, make cheques and bank deposits.

3) November 2009 to January 2013 (3 years and 2 months)

- Worked with, **INFOSYS BPO Ltd. - Gurgaon, Haryana**, as a "**Senior Process Analyst**".
"INFOSYS BPO Ltd. is a subsidiary of Infosys, was set up in April 2002. It focuses on integrated end-to-end transformative services for its clients across the globe. It has 32 delivery centers in 14 countries spread across 6 continents with 35000 employees from over 80 nationalities. The company has been consistently ranked among the leading BPO companies globally.

Duties and Responsibilities:-

- Acted as Key facilitator to a team of 15 junior executive to check the Quality and Mentoring.
- Handling two processes (Beta Brokerage & Brokered Annuity of Ameriprise Financial Inc.)
- Receiving Applications from the client in US for opening of New Accounts, Processing the applications received and opening the Accounts of the client after checking all the eligibilities and requirements.
- Client and Advisor queries handled through phone & emails.
- Maintaining and sending all data status reports on a daily basis to Manager.
- Maintaining prescribed TAT & productivity of the team to ensure smooth processing.
- Process trainer and giving training to the new employees.
- Responsible for direct interaction with advisors & various internal departments to identify their official requirements.

Special Achievements & Rewards across the tenure

- Rewarded with individual Extra Millar award in process for exceptional accuracy scores (No errors reported for more than 1 year).
- Got Star of the Month for reducing the TAT to 3 working days.
- Rewarded with ramp spot award in process for excellent and smooth processing.
- Certificate of clearing T100 Retail Banking Domain Certification Exam (Foundation course in Banking 1 & 2).
- Two times won in GPL Cricket Tournament and Got Silver Medal in Tug of War competition.

Academic / Professional

- Graduated in **B.Com (P)** from **Delhi University** in 2007.
- Passed **10+2** with **Commerce Background** (CBSE Affiliated) in 2003.

Skills and Abilities

- Problem solving, Skilled and able to work in a team atmosphere.
- Willingness to take responsibilities and ability to work efficiently.
- Maintaining coordination with all levels of management.

General Profile

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| • Date of Birth | : | 29th September 1983 |
| • Marital Status | : | Married |
| • Nationality | : | Indian |
| • Passport No. / Validity | : | J0025848 / 08.04.2024 |
| • Religion | : | Hindu |
| • Languages Known | : | English, Hindi and Punjabi |
| • Hobbies | : | Listening Music and Playing Cricket |

Date:

Place: New Delhi

(Kapil Kapoor)