

RESUME

KAUSHAL KISHOR THAKUR

House No.: B-176, Durga Vihar, Devli, New Delhi-110 062, Mob: 9717687832 / 9315407498,
Email: kaushalkishor1985@yahoo.com

October 2018 – Present Prem Brother International Pvt. Ltd., Delhi - Accountant

- **M/s Prem Brother** is an Manufacturers & Exporters of Grinding & Polishing Machines

Key Responsibilities

- ❖ Day to Day Accounting- Like Journal , Purchase, Sales (Invoicing), Credit Note, Debit Note, Receipt & Payment
- ❖ GST Return monthly on Basis.
- ❖ TDS Deduction & Payments of Tax under section 192,194C, 194I, & 194J
- ❖ Reconciliation of Bank, Daily Cash & Forex Transaction
- ❖ Prepared daily sales statement
- ❖ Prepared outstanding statement on daily basis
- ❖ Handling whole stock of the company
- ❖ Processed all statutory requirements of the company.

March 2014 – Sept 2018 Accountant - Interiors India , Delhi

May 2010 – February 2014 Accounts Trainee - K. B. Kalra & Co. (C A), Delhi

Educational Qualification

- ❖ B. Com (Hons) from Vinayaka Mission University New Delhi, in year 2008.
- ❖ Professional Accountant course

SOFTWARE SUMMARY

- ❖ Tally ERP 9, MS Office & Internet

Personal Information

Date of Birth : 02nd Sept' 1985
Father's Name : Shri Baiju NathThakur
Marital Status : Married
Permanent Add. : Vill. Barsam, At-Post-Barsam
P.S- Rudrapur
Dist- Madhubani (Bihar)

Place : New Delhi
Date :

(Kaushal Kishor Thakur)