

CURRICULUM VITAE

Surendra Kumar Verma
M.Com

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CAREER OBJECTIVE:

To obtain a challenging, long-term and growth-oriented career in the field of finance, accounts, auditing and taxation which will allow me to utilize my experience, communication, auditing and problem solving skills as a Financial & Management Accountant.

➤ WORKED EXPERIENCE:

ORGANISATION	DESIGNATION	PERIOD	DURATION
1. Universal Abacus Education Pvt Ltd, E-431, Hardev Puri, Delhi-110093	Account Admin	Jul.'13 to till date	8.02 Years

Co. Profile: **Universal Abacus Education Pvt Ltd** is an ISO 9001:2015 certified Education Provider Company.

Job Profile:

- Preparation & finalization of Balance Sheet, Taxation matter, Data accounting and all work related accounts.

2. Caryaire Equipments India Pvt Ltd, A-10, Sector-59, Noida	Asst. Manager Accounts	Jan.'10 to Jun.'13	3.6Years
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Co. Profile: **Caryaire Equipments India Pvt Ltd** is an ISO 9001:2000 & QS 9000 certified manufacturer & exporter of Parts of Air conditioner.

Job Profile:

- Preparation & finalization of VAT Return, Excise Return, Service Tax Return, TDS Return & look other disputed taxation matter.

3. Capital Power Systems Ltd B-40, Sector-4, Noida	Account Officer	Sep.'07 to Jan.'10	2.5Years
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Co. Profile: **Capital Power Systems Ltd** is an ISO 9001:2000 & QS 9000 certified Manufacturer & Exporter of electronics components & Energy Meters.

Job Profile:

- Preparation and presentation of quarterly and yearly Balance Sheet, P&L & Trial Balance.
- Reconciliation of debtor's a/c, creditor's a/c & bank a/c.
- Preparation & finalization of VAT return, Sales Tax Return & look other disputed taxation matter.
- T.D.S. return, & Service Tax return.
- Prepare & Finalize Income Tax returns.

4. Pharmasynth Formulations Ltd
A10/15, Jhilmil Indl. Area, Delhi-95

Account Asstt. Dec.'2000 to Aug.'2007 6.8 Years

Co. Profile: Pharmasynth Formulations Ltd., is a manufacturing company of medicine.

Job Profile:

- Day to day accounting & periodical bank reconciliation.
- Payment issue to suppliers and creditors & controlling.
- Finalize the Sales Tax, Service Tax, TDS return.
- Preparation of Provident Fund and ESI return.
- Assist in finalization of Accounts(Quarterly/ Half yearly/ Annually)
- Preparation of Salary.

STRIGHTENT & ACHIVEMENT:

- Total accounting & financial capabilities.
- Efficiently handled Taxation Work.
- Efficiency in coordination with staff.

QUALIFICATION:

Academic : B.Com. From Delhi University (2000)
: M.Com. From CCS University (2004)

COMPUTER SKILLS:

- MS-Office (Excel and Word)
- WINDOWS 2000 & XP
- Tally 5.4, 6.3, 7.2, 9.0 & ERP9.0
- ERP software

PERSONAL DETAILS:

Father's Name	:	Shri Govind
Date of Birth	:	5 th February 1980
Address	:	D-1/236, Gali No.6, Harsh Vihar Delhi - 110093
Nationality	:	Indian
Religion	:	Hindu
Marital Status	:	Married

(Surendra Kumar Verma)