

RESUME

ASHU KUMAR

A-89, TajpurPahari,
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Career Objective

Seeking a challenging position in a rapidly expanding industry that offers good opportunities with a scope for innovative work, learning new skills and technologies.

Experience Summary

- Working with **Phoenix Legal** it is a Corporate Law Firm. (From Nov 2011 to Aug 2017)
- Currently Working with **Naveen Jain & Co.** It is a Chartered Accountant Firm.(From April 2018)

Professional Experience

My Job profile with Phoenix Legal includes following works.

- ❖ Monitoring & preparation of statutory books of accounts (Purchases, Sales Invoices, Receipts, Payments
- ❖ Adjust Payment against Invoice.
- ❖ Salary Distribution.
- ❖ Cash Withdrawal from Bank & Petty Cash Book Handling, Reimbursement to Employees by Cash/cheque& Bank Reconciliation with Tally & Manually.
- ❖ Ensure deduction of TDS under various sections like 194J, 194C, 194Ietc& deposited& Return Filing.

My Job profile with Naveen Jain & Co. Includes following works.

- ❖ Maintaining the books of accounts for the various individual and companies.
- ❖ Preparing Profit and Loss & Balance sheet with finalization of various individual and companies.
- ❖ Ledger scrutiny, error finding and correction during the making of financial statements.
- ❖ Ensure deduction of TDS under various sections like 194J, 194C, 194Ietc& deposited&return filing.
- ❖ GST Registration.
- ❖ GSTR-1 & GSTR-3B Return preparation and filing.
- ❖ Filing returns of the companies with ROC(INC-22A, INC-22, FC-4, DPT-3, DIR-3 KYC, ADT-1, and ADT-2 & 3
- ❖ Preparation of &filing of Form15CA & CB on Income tax portal.
- ❖ Preparation of financial statements ensuring integrity & completeness of financial records of receivable & payable and ledgers scrutiny.

Academics

Sr. No	Course	Session	Institute	Board/University	Marks%
01	M.Com	Pursuing	IGNOU	IGNOU	-----
02	B.Com	March-2015	School of Open Learning	Delhi University	50%
03	Diploma in Accounts	June 2010 – Aug 2011	National Institute of Finance & Accounts (South Ext.)	Private Institute	65 %
04	12 th (10+2)	March-2010	Govt. Boys Sen. Sec. School (Tughlakabad)	C.B.S.E (New Delhi)	60%
05	10 th	March-2008	Govt. Boys Sen. Sec. School (Tughlakabad)	C.B.S.E (New Delhi)	60 %

System Knowledge

- Microsoft Office Package, Word, Excel, Internet Explorer. Office Outlook
- Software –6 yrs. Tally ERP, Computax & MS Office.

Key Skills

- ❖ Willingness to learn, try to be true & have a deep faith on God.
- ❖ Good Team worker.
- ❖ Ready to adjust with flexible timings in a flexible atmosphere.
- ❖ Keen observer and a good learner.
- ❖ Positive thinking & hard working

Personal Details

Father's Name : Shri Chandrashekhar

Date of Birth : 14-07-1992

Nationality : Indian

Contact No : 9717884590

Permanent Address : A-89, Tajpur Pahari, BudhVihar, Badarpur, New Delhi 110044

Marital Status : Unmarried

Language Known : Hindi, English

Interest & Hobbies : Listening Songs, Reading Newspaper

I hereby, declare that all the information given above is correct to the best of my knowledge.

ASHU KUMAR