



## **CURRICULAM VITAE**

### **Vinod Kumar**

**Address:** E-320 Dakshinpuri, Ambedkar Nagar, Sector 5, New Delhi-110062.

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### **Career Objective**

*To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work*

### **Professional Qualification**

*GST Training & Certification, GST Practitioners Course from Henry Harvin Institute, Delhi.*

### **Education Qualification**

- ❖ *Bachelor of Commerce from Delhi University in Year 2002*
- ❖ *12<sup>th</sup> std. from C.B.S.E passed in Year 1999*
- ❖ *10<sup>th</sup> std. from C.B.S.E passed in Year 1997*

### **Organizational Experience**

- ❖ ***Competence Curve (Management Training Company ):- Working Experience of 5 Years (April-2015 to Feb-2021) as Accountant.***
- ❖ ***Himalayan River Runners Pvt.Ltd. / HIMALAYANHIDEWAYS PVT.LTD (HOTEL) and Nexxtop India Tours :- Working Experience of 2 years (2013-2015) as Accountant.***
- ❖ ***Critique Communication Pvt. Ltd. / Billboard India Pvt. Ltd. (Advertising Company) :- Working Experience of 5 years (2008-2013) as Accountant and have worked in various areas as :***
- ❖ ***A.K. Nair & Co. (CA Firm) :- Working Experience of 3 years (2003-2006) as Accountant Assistant (Accounts Trainee) :***



### **Key Result Area (KRA)**

- ❖ *Enter all kind of Purchase & sales invoice. Cash, Bank & Journal voucher*
- ❖ *Making Sales Invoice in Tally Prime and GST Portal and Excel*
- ❖ *Filling the return of T.D.S. Calculation and deposit (Quarterly basis/ payment Monthly)*
- ❖ *Filling the return of GST Calculation of GSTR-1 and GSTR-3B,*
- ❖ *GST Input claim with GSTR 2A & 2B*
- ❖ *Making MIS of Sale & Purchase and report to taxation head at monthly basis and AR, AP Reports*
- ❖ *Bank reconciliation at monthly basis*
- ❖ *Clients / Vendors Account Reconciliation*
- ❖ *Prepare Salary Sheet and Transfer Salary to Employees*
- ❖ *Assistant in Statutory/Tax Audit of Companies and Proprietorship Businesses.*
- ❖ *Banking Transactions like receipt, payment, and reconciling the same. (NEFT/RTGS/Netbanking)*
- ❖ *Maintain Stock inwards/outwards, Audit and Physical verification of Assets and maintained in tally software. (Himalyan Hideaways)*
- ❖ *Cash handle and maintain day book on daily basis*
- ❖ *Making Supplier/Creditors payments (RTGS/Cheque/Netbanking)*
- ❖ *Filing Income Tax return of Various Individuals*

### **Computer Skills**

- ❖ *Basic of computer*
- ❖ *Working Knowledge of MS-Office.*
- ❖ *Working Knowledge of Internet.*
- ❖ *Financial accounting on Various Software ( Tally ,9 ERP and Prime, Zoho Books)*
- ❖ *Experience of working in various software like Tally 9 ERP and Prime, web-etel (TDS), ZOHOBOKS etc., Google Sheet, Google Form etc.*



### ***Personality Traits***

***Hobbies***      *Listening music, Traveling, Net surfing, Playing (cricket)*  
***Qualities***      *Disciplined, Honest & Smart working.*

### ***Strengths***

- ❖ *Analytical mind to identify problems and implement effective solution.*
- ❖ *Flexible by nature.*
- ❖ *Positive Attitude.*
- ❖ *Hard working & Self Confident.*
- ❖ *Capable to work in Team.*

### ***Personal Profile***

|                              |          |                                        |
|------------------------------|----------|----------------------------------------|
| <b><i>Name</i></b>           | <b>:</b> | <b><i>Vinod Kumar</i></b>              |
| <b><i>Date of Birth</i></b>  | <b>:</b> | <b><i>25<sup>th</sup> Feb 1983</i></b> |
| <b><i>Father's Name</i></b>  | <b>:</b> | <b><i>Sh. Ramesh Chandra</i></b>       |
| <b><i>Language Known</i></b> | <b>:</b> | <b><i>English, Hindi</i></b>           |
| <b><i>Marital status</i></b> | <b>:</b> | <b><i>Married</i></b>                  |

### ***Declaration***

*I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.*

***Date:***

***Place: New Delhi***

***(Vinod Kumar)***