

RESUME



GOPAL KUMAR MISHRA

Present Address

221,C Naya Khand-III, Inderapuram

Dist- Ghaziabad U.P.

Mob: - 9555488758, 8750522355

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CAREER OBJECTIVE

To work in challenging atmosphere that provides ample of opportunities for learning and growth. I am looking for long relationship with an organization. Which will use my previous experience; will value my performance along with career growth.

PROFESSIONAL EXPERIENCE

Worked with Navkar Foils Pvt. Ltd. Noida Phase-II, Date :- 1.9.2012 To 24.5.2014.

Profile : Trainee

Working with Business News & Information Services Pvt. Ltd. B-15, Sector:-65 Noida (U.P) Date:- 28.05.2014 To 01.02.2016

Profile : Junior Accountant.

Work : Receivable, Payable, Bank Reconciliation, Journal Entries, MIS Prepare e.t.c

Worked with Jha Store Distributor of Sundari Biri Deepak Vihar Khora Colony Gzb. Date 01/03/2016 to 30/06/2018

Worked with Thapar technologies 034 udyog Kendra greater Noida 01/07/2018 to 15/12/2019

Work : Sale & Purchase Entries, Stock Preparation, GST Return, TDS return, e-way bill issue, Bank Reconciliation e.t.c

Worked with Red Rose Cargo Services T-23, Pankaj Palaza Plot No. 07 Dwarka Sector 12 Date.

06 January 2020

Handling of all account works

EDUCATION QUALIFICATION:

- 10th passed from Bihar Board.
 - 12th passed from M.L.S.M Collage Darbhanga.
 - B.com Shobhit University.
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COMPUTER PROFICIENCY

- ⇒ Completed **6 month.** Certificate course.

Accounting Package :Tally (9.0 & ERP9)

Editor :MS-Office Operations, MS Word, MS Excel & Internet.

KEY STRENGTHS ACROSS ASSIGNMENTS

Accounts

- ⇒ Preparing & maintaining statutory books of accounts viz., journal, ledger, cash book, inventory records with time & accuracy norms.
 - ⇒ Handled the responsibility of Bank reconciliation, Creditors reconciliation, Debtors reconciliation.
 - ⇒ Handled the responsibility of Monthly & Quarterly U.P VAT Return filing and 38 form issue responsibility.
 - ⇒ Handled the Responsibility of Quarterly Dealer Excise Duty Return.
 - ⇒ Handled the Responsibility of Service Tax Return.
 - ⇒ Handled the Responsibility of inventory Preparation.
 - ⇒ Handled the responsibility of Tds Return.
 - ⇒ Handled the responsibility of Esic & Epfo Clallan Online Payment
 - ⇒ To lead and manage all aspects of the function of GST implementation
 - ⇒ E-bay bill issue
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TOTAL EXPERIENCE

7+ Years

PERSONAL DETAILS:

Address : Village+P.s+ P.o:- : Ghanshyampur
Diss:- : Darbhanga (Bihar)
Father's Name : Shri Baiju Mishra
Date of Birth : 20th Dec. 1989
Gender : Male
Nationality : Indian
Religion : Hindu
Marital Status : Married
Language known : Hindi & English & Maithili

Hobbies : Playing Cricket, Football,
Reading News
Paper & Making Friend.

Current Salary:- 25000/-

Notice Period- 7 Days

Date: -----

(GOPAL KUMAR MISHRA)

Place: -----