

Curriculum vitae

RAJENDER

Highest Education : B.COM
Current Position : Accountant
Total working Exp : 7 Years Plu
Mobile No. : 9911173573
Email : rajender7293@gmail.com

Suitable positions in the areas of Financial Management, Accounts, Budgeting/ MIS Reports, Management Consulting Functions with a growth-oriented organization.

Professional Abstract

- Qualified in B.COM (From Meghalaya University) with above 5 years' qualitative experience in Finance, Accounts, Taxation, and Auditing.
- Knowledge of Income Tax, TDS, and routine matters of Sales Tax.

Employment Gra ph

Right now	Offshoot Green Recycling(i)Pvt.Ltd	Senior Accountant
March.2014	KM APPARELS PVT LTD	Senior Accountant
May.2012	Anil garg & co.(CA.Firm)	Accountant
APRIL 2009	Securico electronics Indai ltd	Accountant

Core Competencies

Accounts/ Auditing/ Taxation

- Review and Finalization of computerized Books of Accounts.
- Review and prepare final accounts, Trial Balance, Trading and Profit & Loss Account, Balance Sheet, Cash Flow & Fund Flow Statements with other relevant reports.
- Review routine Finance & Accounts activities including monitoring of payments, Debtor's ageing analysis, collections, reconciliation with creditors & scrutiny of ledgers.
- Supervising functionally all accounting activities to ensure adherence to corporate policies.
- Review and verify Internal Pay Rolling Sheet like salaries, wages, Overtime, Allowances and deduction of TDS/Advance etc.

a) Direct Taxes:

- Advance Tax: To prepare computation of Income tax and handling various types of Income Tax matters like online payment of Advance Tax, make precaution for avoiding interest and penalties as per company & other than company.
- E-filing of Income Tax Returns: Filing of Income Tax Returns of the Company and other than company.
- Tax Deducted at Source (TDS): To check & finalize deduction of TDS on salaries of employees and other than salaries as per Income Tax Law.
- TDS Certificates: To get issued T.D.S. Certificates Form 16A for other than salaries quarterly & Form 16 for Salaries yearly from www.tdscpc.gov.in.
- E-filing of TDS Returns: To arrange for e-filing of quarterly TDS Return of Salaries in Form 24Q & Other than salaries in Form 26Q.
- Income Tax Assessment/Scrutiny Cases: Handling & prepare necessary documents/reports & Books of Accounts for the Assessment of Income Tax /Scrutiny cases.

b) Indirect Taxes:

AKM APPARELS PVT LTD NOIDA OFFICE
Senior Accountant

- Accounts Payable
- Supervising Day to Day Accounting Work
- Reconciliation of Receipts with TDS
- Overlooking Regional office expenses on monthly basis
- Overlooking for Corporate cards transactions

AI SECURICO ELECTRONICS INDIA - FARIDABAD
Accountant

- Supervising Day to Day Accounting Work
- Finalization of Accounts for the respective financial years.
- Overlooking upkeep of accounts for the day to day transactions.
- Maintaining Books of Accounts On Tally ERP 9.0
- Preparing tax plans and ensuring timely assessment and filing of direct & indirect tax returns in compliance with statutory tax acts namely-
 - Income Tax Return
 - Sales Tax Return
 - TDS Return
- Bank Reconciliation
- Schedule of Sundry Debtors and Creditors and Fixed Assets etc

AI CELL PAG COMMUNICATION - Delhi
Accountant

- Finalization of Accounts for the respective financial years.
- Filing of requisite returns viz. TDS, VAT, Service Tax, Service tax etc.
- Overlooking upkeep of accounts for the day to day transactions.
- Maintaining Books of Accounts On Tally
- Bank Audit- Corporation Bank, PNB Bank.
- Registration of Company, sales tax registration.

Academic Credentials

Bachelor of Commerce (B.COM) Meghalaya University
12th pass from C.B.S.E. in Delhi
10th pass from C.B.S.E. in Delhi

IT Skills Set: Well conversant with Win 98/XP, MS Office 97/XP, ERP Packages, Tally 6.3/7.2/9.0, ERP 9, TDS Plus Software,

Personal Information

Father Name	Late. Shri Vijaypal Singh
Date of Birth	01 st August 1984
Address	H.No.285 Dakshinpur Delhi
Marital Status	Married
Language Known	English & Hindi
Present Salary	Rs 30500 P.m.
Expected Salary	as per Company Norms

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: -

[Rajender]