

RESUME

DINESH KUMAR

H.no.-927, Madanpur Khadar

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CAREER OBJECTIVE:

I am keenly interested to working in the atmosphere of challenging adherence and humanly Nature, which provide me a solid platform for a bright future in the field of accounts with Challenging work place an opportunity to me for better utilization of my Knowledge & ability.

WORK EXPERIENCE:

- Two Year experience as Senior Accounts Executive at PRIMOKO SOFTWARE PVT. LTD. (April 2018 till Date)
- Five year work experience as Senior Accounts Executive at RAJTECHNET (April 2013 to March. 2018)

SKILLS

- MS- Office (Pivot Table, VLOOKUP & HLOOKUP)
- Tally erp.9
- Journal Voucher (entry)
- TDS Challan & TDS Return
- Certificate 16, 16A (24Q,26Q)
- Advance Tax
- Income Tax
- Sale Tax
- Bank Reconciliation
- Balance sheet & Trial Balance
- P & L Account
- Payroll
- Voucher entries (cash, payment, receipt and journal).
- Debit note and Credit note.
- Data Entry

GST (Goods and Service Tax)

- Set off GST Input Credit
- GSTR-1 GSTR-3B Filling
- GSTR-2 Reconciliation
- E-way Bill Generate.

EDUCATION QUALIFICATION:

- Diploma Advance Accounting from IAM Institute.
Accountant Course from IAM (Institute of Accounts & Management)
- Data Entry Operator from ITI.
- Graduate BA passed from DU.
- 12th Passed from **CBSE** 2011.
- 10th Passed from **CBSE** 2009.

PERSONAL STRENGTH:

- ✓ Sincere, Hardworking, Punctual, & Positive Thinking.

PERSONAL INFORMATION:

Father's Name : Mr. OM Prakash
Mother's Name : Mrs. Vimla Devi
Date of Birth : 12/07/1989
Gender : Male
Marital Status : Married
Language Known : Hindi, English
Religion : Hindu
Nationality : Indian

DECLARATION:

I hereby declare that the information provided by me is true to the best of my knowledge.

DATE.....

PLACE.....

(DINESH KUMAR)