

# CURRICULUM VITAE

## KAMLESH KUMAR



**E-mail Address :** [kkumar41493@gmail.com](mailto:kkumar41493@gmail.com)  
**Mobile No. :** 7275076172  
**Present Address :** A-53 Lal Kuan Chungi No.2, MB Road, Badarpur  
New Delhi-110044  
**Functional Area :** Account/Finance/Tax/Audit  
**Designation :** Accountant  
**Company Industry:** Import Export trading  
**Product type :** Computer Parts, Mobile Phone, & Tablet Etc.  
**Education :** Graduation with Financial Accounting

**Profile:-** My profile in relation to account and taxation as well as I am searching according to this perience holder job profile, send the interview date of the below mentioned job interview to the email id mentioned above.

### **Professional Experience: - 10 year 9 month**

Current Working Form **ADVANTAGE COMPUTERS INDIA PVT. LTD.** of Accountant

Will be address 3/20A Kirti Nagr Ind. area New Delhi-110015 because period from "May-2013 to Till Date Now" (7 year 2 Month)

Post Job work From **M/s Aditya Ceramics** of Accountant

Will be address A-58C 3<sup>rd</sup> Vishwakarma Colony (MB Road) N. D. 110044 because period from "Sep 2009 to Apr-2013" (3 year 7 Month)

### **Key Skill: -**

GST, DVAT/VAT/CST, Bank Reconciliation, Import Management, EPF, TDS, Income Tax, Inventories Management, Bookkeeping Management, Outstanding Management, Invoicing Management,

### **Profile summary: -**

- Prepare GSTR 1 And E-Filing
- Prepare GSTR 3B And E-Filing
- Prepare GSTR CMP 08 And E-Filing.
- Prepare GSTR 4 annual return and E-filling
- Prepare GSTR 9 annual return and E-filling
- Prepare of Sales Tax VAT/CST) Computation.
- Prepare of TDS Computation.
- Prepare of EFP Computation.
- Prepare of Salary as per tally ERP9 and Manual.
- E-checking Import Shipments & Document.
- Sales Tax E-Filling.
- E-Enrollment of Consignment by DVAT.
- 2A, 2B Match Mismatch Reporting & Short out.
- Online Issue of C/F Form.
- Pay-Roll Management.
- E-Payment of GST,VAT/ CST,TDS,Custom.
- Bank Reconciliation.
- Individual Income Tax Prepare Computation, 26AS checking & E-Filling.
- Inventories Management.
- Bookkeeping Management.
- Outstanding Management.
- Invoicing Management.

### **Work knowledge for Financial Accounting Detail**

- GSTR 1** Prepare 4A, 4B, 4C, 6B, 6C - B2B Invoices  
Prepare 5A, 5B - B2C (Large) Invoices  
Prepare 9B - Credit / Debit Notes (Registered)  
Prepare 9B - Credit / Debit Notes (Unregistered)  
Prepare 6A - Exports Invoices
- GSTR-1 - Other Details**  
Prepare 7- B2C Others  
Prepare 8A, 8B, 8C, 8D - Nil Rated Supplies  
Prepare 11A(1), 11A(2) - Tax Liability (Advances Received)  
Prepare 11B(1), 11B(2) - Adjustment of Advances  
Prepare 12 - HSN-wise-summary of outward supplies  
Prepare 13 - Documents Issued

### **Purchase**

- Maintain **Purchase Bill/Invoice, Import Bill/Invoice/Custom Duty/Packing List/Bill of Lading/Bill of Entry** any other **Document** Checking. **Rate Conversion, Foreign Exchange & Fluctuation** (EUR, USD \$ etc)

### **Sales**

- Maintain **Bill Book/Retail/Tax Invoice, ST/Road Permit Form** Prepare Form, Sales CST Against “Form C” **High Sea Sale, Branch Transfer/Consignment Sale** “Form F” checking.

#### **Bank**

- Maintain Bank Reconciliation. NEFT/RTGS Prepare.

#### **Direct & Indirect Expenditure**

- Freight & Cortege, Custom Duty, Postage Fax & Courier, printing & Stationary, Legal & Professional Fee, Foraging Exchange & Fluctuation, staff walfare, business promotion, Rent, Commission, Contractor Fee, Clearing Forwarding Charge, advertigment, traveling Expenses, Foreign Expenses, bill checking

#### **Inventories**

- Maintain Stock Inward Outward.

#### **Bookkeeping**

- All accounting Voucher Entry Handel & Adjustment as a Purchase, Sales, Receipt, Contra, Payment, Journal, Attendance, Payroll, etc.

#### **Outstanding**

- Maintain Sundry Creditors.
- Maintain Sundry Debtors.

#### **EPF**

- Maintain Salary prepare.
- Maintain EPF Computation & Challan.
- Maintain Calculation of **Gratuity**

#### **TDS**

- Maintain TDS Deducting as per Bill by Bill for **Rent, Commission, Contractor, Advertisement, professional fee.**
- Maintain TDS Computation & and Annexure.
- Maintain TDS Challan reconciliation.

#### **Income tax**

- Maintain **26AS online checking (annual tax statement u/s 203AA of the income tax act, 1961)**
- Maintain Income Tax Computation and advance Tax.
- Maintain online e –filling with **Interest Section under 234A/B/C as Per Income Tax , ITR form Checking, and Individual ITR e-filling**

## **Reconciliation & Reporting:**

❖ GSTR 1 Reco

- GSTR 1** 4A, 4B, 4C, 6B, 6C – B2B Invoices Reconciliation  
 5A, 5B – B2C (Large) Invoices Reconciliation  
 9B – Credit / Debit Notes (Registered) Reconciliation  
 9B – Credit / Debit Notes (Unregistered) Reconciliation  
 6A – Exports Invoices Reconciliation

#### **GSTR-1 – Other Details**

- 7- B2C Others Reconciliation  
 8A, 8B, 8C, 8D – Nil Rated Supplies Reconciliation  
 11A(1), 11A(2) – Tax Liability (Advances Received) Reconciliation  
 11B(1), 11B(2) – Adjustment of Advances Reconciliation  
 12 – HSN-wise-summary of outward supplies Reconciliation  
 13 – Documents Issued Reconciliation

- ❖ GSTR 2A Reconciliation
- ❖ GSTR CMP 08 Reconciliation
- ❖ GSTR 3B Reconciliation
- ❖ GSTR 4 annual Return Reconciliation
- ❖ GSTR 9 annual Return Reconciliation
- ❖ RCM Reverse Charge Mechanism Reconciliation
- ❖ Export of goods or services is considered as a taxable Reconciliation
- ❖ Export A Letter of Undertaking (LUT) is a document that exporters Reconciliation
- ❖ Export of goods or services is considered as a zero-rated supply Reconciliation
- ❖ Sales Tax Return Reconciliation.
- ❖ Sales Tax Challan Reconciliation.
- ❖ C/F Reconciliation.
- ❖ TDS Challan Reconciliation.
- ❖ EPF Challan Reconciliation.
- ❖ Employee's UNA Maintain & Final Reporing.
- ❖ Custom Challan Reconciliation.
- ❖ Import Bill and Document Reconciliation.
- ❖ Monthly & Annul Salary Projection.
- ❖ VAT/CST/PAN online Verification.
- ❖ Cash/Fund Flow Projection.
- ❖ Outstanding projection.
- ❖ Ledger Reconciliation & Reporting.
- ❖ Bank Reconciliation Projection.

- Maintenance **Opening & Closing Balance & Stock and Loss off Goods by Damage.**
- Maintenance **Fixed asset & Depreciation.**
- Maintenance **Investment Income, Secured & Unsecured Loan.**
- Maintenance **Direct & Indirect Income, Direct & Indirect Expenses**
- Maintenance Outstanding **Sundry Debtor & Creditor, Bad Debt.**
- Maintenance Cash & Bank Transaction..
- Ratio Analysis **Net Profit Turnover/Gross Profit Turnover/Stock in Hand Turnover.**
- Finalized balance sheet & Profit and loss

## **Professional Qualification:-**

- Computer Courses Completed Aug' 2008 From (**MIRACAL COMPUTER INSTITUTE Delhi**) Sardar Patel Nagar Near Behind Handle Colony Sultanpur UP) Certificate Issue By Head Office: **GURUKUL TECHNICALS INSTITUTE** A/10, C.C. Colony, Opp R.P Bagh, G.T. Karnal Road, Delhi-110017

**ADVANCE COURSE IN FINANCIAL ACCOUNTING & INTERNET**

**Basic computer +Tally**

***Educational Qualification:-***

- Graduation** completed **Year 2011** from VBS Purvanchal University Jaunpur UP.
- Intermediate** Exam Passed **Year 2007** From UP board Allahabad.
- High School** Exam Passed **Year 2005** from UP Board Allahabad.

***Personal detailed:-***

- |                         |   |                            |
|-------------------------|---|----------------------------|
| • <b>Father s Name</b>  | : | <b>Shri Ram Lawat</b>      |
| • <b>Date of birth</b>  | : | <b>:01/08/1988</b>         |
| • <b>Sex</b>            | : | <b>Male</b>                |
| • <b>Hobby</b>          | : | <b>Study Book</b>          |
| • <b>Religion</b>       | : | <b>Hindu</b>               |
| • <b>Language Known</b> | : | <b>Hindi &amp; English</b> |

**Declaration:-**

*I Hereby Declare That above Mentioned Information is true to Best of My knowledge & Belief.*

**Thanking you Hoping for constructive Deliberation.**

**Date.....**

**Place.....**

**KAMLESH KUMAR**