

CURRICULUM VIATE

Shiv Kumar

K-II-25/3, Harijan Colony
Sangam Vihar
New Delhi – 110080.

Date of Birth : 01 January, 1991
Sex : Male
Marital Status : Married
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CAREER OBJECTIVE

To pursue a challenging career in a reputed organization, which provides ample scope and opportunity for learning and growth, and to prepare for responsibilities through self-development, personal growth & enhancement of computational and management abilities, so as to contribute, towards the fulfillment of organizational objectives?

BASIS

Familiar with Computer Fundamental, Windows 2007, Xp, Ms Office, Ms Word, Tally Erp9, (The Complete Business Accounting Software), Webtel Etc.

PROFESSIONAL EXPERIENCE

Company Name : M/s Geetanjali Salon Pvt Ltd (A chain of Unisex Salons all over India)
Post : Senior Accountant
Year of Joining : July-2017
Year of Leaving : Still working

KEY EXPOSURE AREAS:-

- Ensured accuracy of revenue and expense accounts.
- Preparing banking functions, including Bank Reconciliation Statement.
- Preparation salary of employees for organization.
- Preparing and Filling monthly and annually GST Tax returns.
- Preparation of TDS Returns
- Compilation of balance sheets and preparation of reports for auditing.
- Supervising team of junior accountants and provided them with respective advices.
- Reconciliation of ITC and GST returns.
- Preparing the Stock Audits for Bank.
- Preparation of Stock audit reports.

Company Name : M/s Indolog Logistics Pvt Ltd.
Post : Accountant.
Year of Joining : August-2015
Year of Leaving : July-2017

KEY EXPOSURE AREAS:-

- Preparation of Sales tax Vat-return filling & Submission of sales Tax Return in Delhi, Rajasthan, Haryana, and Gujarat.
- Sales tax (VAT) audit & assessment.
- Book all types of Purchase, Sales, TDS, Bank, expenses & etc.
- Maintain Stock Inventory.
- Prepare detail of TDS Returns.
- Responsible for maintaining accounting ledgers and performed account reconciliation.
- Prepared Service Tax Computation, Service Tax payment along with Service Tax-return Filling.

Company Name : B.B. CREATION PVT. LTD.
Post : Accountant.
Year of Joining : April-2013
Year of Leaving : August-2015

KEY EXPOSURE AREAS:-

Manual & Online Collect & Submit all types of sales tax forms.
Maintaining TDS Tax Computation of Salary & Non-Salary ,TDS Online Tax payment along with TDS-return filling .
Download Online TDS Form 16 Certificates
'C' Form submission and assessment of Sales Tax

ACADEMIC QUALIFICATION

Bachelor of commerce (B.Com) From Delhi University, in 2012.

Intermediate with commerce in 2009

Matriculation from Central Board of secondary education in 2007.

TECHNICAL QUALIFICATION

- Certificate in Computer Application from Oxford Software Institute New Delhi.
- Certificate in Tally Erp9 from Oxford Software Institute New Delhi.

STRENGTHS AND SKILLS

- Sincere, putting efforts to the utmost capacity to achieve the given targets and an optimistic approach.
- Motivation and enthusiasm with single pointed focus and aptitude to learn are additional strengths.
- Confident to prove myself-a Go-getter can work in verse and adverse situation. Having the attitude to learn from anyone and anywhere.
- Possess good interpersonal skills, communication, team building and management skills with Proactive approach and Capable in Good planning & implementation of work.
- Proficient communication skill to interact with top management.

PERSONAL TRAITS

- Watching movies.
- Listening to music.

Place : New Delhi

Sign : SHIV KUMAR

Date :