

Sachin kumar upadhyaya
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JOB OBJECTIVE

Ambitious to build a career in accounting and finance with an organization where team work is required and hard working is appreciated and to be in a position which is best suited to my knowledge and skills.

Location Preference: NCR/ Metro Cities

PROFILE SUMMARY

- A focused professional with zeal to make a winning career in Accounting, inventory control and taxation.
- An efficient planner with a flair for working hard and contributing towards achievement of organisational goals
- Endowed with a passion for winning as evinced through demonstrated excellence in academic & extracurricular areas
- Ability to analyze and interpret unique problems, with a combination of training experience and logical thinking to find the right solutions
- Conversant with Tally 7.2 , ERP 9 , MS excel, MS word
- Quick learner & highly energetic having a keen aptitude for learning and productively applying new knowledge

STRENGTHS

Team Player	Positive Attitude	Excellent Interpersonal Skill
Quick Learner	Effective Communicator	Result Oriented
Entrepreneurship	Innovation	Leadership

Work & Experience

- ❖ SOLUTIONS INC. :- From 01.07.2013 to 01.02.2016
- ❖ APEX HVAC SERVICES PVT LTD.:- From 18.02.2016 to 28.02.2017
- ❖ I Working in AIR COMFORT TECHNOLOGIES :- From 05.03.2017 to Continue

Roles and Responsibilities.

- Preparation GST Return and Making E way bill
- Prepare of Invoices (GST)
- Bank Reconciliation
- Accounts Payable and Receivable
- Prepare of ESIC & EPF Challan and Salary Sheet
- Preparation of Data TDS Return Monthly Quarterly and Yearly
- Liaising with banker for day-to-day requirement, BG, LC, ABG, PBG
- Assist in the Daily Banking Requirement
- Debtors and Creditors balance reconciliation
- Handling of Contracting and Subcontractor Bills

- Preparing of Labour Compliance for Construction sites
- Prepare of Service Tax return and WCT
- Knowledge of C Form and F Form & D1 Etc.
- Knowledge of Vat Delhi, Haryana, Raj, Mumbai, UP, Uttarakhand, Odisha, Gujarat

Work & Responsibility

- Passing Journal Vouchers, GR Clearing
- Maintain Up to Date Billing Systems
- Maintain Accounts Receivable and Payable File
- Preparation and of Month end journal voucher
- Debtors and Creditors Reconciliation
- Submit need-based data to C A / Consultant
- Responsible for financial accounts including budgets and cash –flow
- Ensure check / controls in sub processes
- Vendor master data maintenance.
- solving client's queries regarding overdue payments
- Quick response to query mails
- Supporting to team members
- Invoice exceptions clearing

Budgeting / Taxation, Statutory Compliance

- Ensuring compliance to Govt rules and regulation ESIC, EPF, Labour Compliances
- Liaising with the concerned VAT. GST, Income Tax authorities for annual & monthly returns

Accounting Software Tally ERP 9 and Good Knowledge of MS Excel, MS Office and Ariba Network Systems

TRAININGS & COURSES

Organization	RGCSM Dibai
Title	Successfully completed Tally 7.2, ERP, 9

EXTRACURRICULAR ACTIVITIES

- Actively participated in cultural program held at School Level
- Successfully completed scout guide 9th level

EDUCATION

- B.Com from CCS University Meerut in 2012
- 12th from UP Board in 2009
- 10th from UP Board in 2007

PERSONAL DETAILS

Date of Birth: 8th July 1993
Address: RZ 61C Gali No 8/9 Tugalkabad Extn. New Delhi
Languages Known: English and Hindi
Nationality: Indian
Hobby: Listen Musing and Reading Book
Bike Driving

DECLARATION

I hereby declare that the Information furnished above in true to the best of my Knowledge and belief.

Date:

(Sachin kumar Upadhyay)