

CURRICULUM VITAE

Madan Kumar

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Objective

To seek a challenging position in a progressive organization that gives me the opportunity to utilize my skills, knowledge and experience in accordance with the latest trends in the industry.

Professional Experience

April 2018 – Present

UNICEL INFRA PVT. LTD.

Accounts Executive

Activities Performed:

- GST Return Filing.
- Income Tax return.
- Handling ROC work.
- Daily Base Accounting.
- Banking Work.
- Arrangement of B.G.
- Debtors Management.
- TDS Return Preparation.
- Liasioning with the TAX Department.
- Finalization of the Accounts.
- Conduction of the Audit.
- Preparation of minutes of EGM.
- Ledgers Reconciliation.
- Management Information System (MIS) Report Preparation.

July 2015- March 2018

DCM & Associates

Accounts Trainee

Activities Performed:

- Preparation of Notice of AGMs and preparation of annual returns.
- Filing TDS returns.
- Handling matters with ROC, Income Tax and other authorities.
- Examining general day to day activities for maintaining statutory records of the clients.
- Handling ROC work.
- Preparation of minutes of EGM.
- Preparation of Notice for AGM and preparation of Annual returns.
- Maintaining books of accounts and VAT return filing of local clients in Delhi.
- GST Migrations

Education

- **Academic Qualification:**
 - Secondary School examination from C.B.S.E.
 - Senior Secondary school examination C.B.S.E.
 - Bachelor of Commerce, University of Delhi in 2014.
 - Master of commerce from IGNOU.

Professional Qualification

Chartered Accountancy:

- Common Proficiency Test, The Institute of Chartered Accountants of India, Securing 50%.
- Integrated Professional Competence Course, The Institute of Chartered Accountants of India, appeared in May 2017.

COMPUTER PROFICIENCY:

Operating System : Windows 2000, Windows XP, Windows 7.
Packages : MS Word, Tally ERP9, SAP ERP

PERSONAL DETAILS:

Date of Birth : 12th December 1992
Age : 26 years

Sex	:Male
Father's Name	:Mr. Jai Ram
Occupation	:Student
Marital Status	:Married
Nationality	:Indian
Mother Tongue	:Hindi

LINGUISTIC ABILITY:

To read, speak and write : English & Hindi

(Madan Kumar)