

OM PRAKASH

Career Objective

- ❖ Intend to build a career with leading Corporate of Hi-tech environment with Committed & dedicated people, which will help to explore myself fully and realize my potential in Finance Sector.

Academic Qualification

- ❖ B.com Passed from Delhi University in 2011.
- ❖ 12th Passed from CBSE in 2008.
- ❖ 10th Passed from CBSE in 2006.

Computer Awareness

- ❖ Knowledge of Tally.ERP9. & ERP Software.
- ❖ Knowledge of MS-Office (Excel, Word & Outlook etc.)
- ❖ One year Diploma in Certified Industrial Accountant (CIA) from Institute of Computer Accountants, New Delhi.

Working Experience

- ❖ **AIS Distribution Services Ltd.**

Designation:- Accounts Officer (Currently working from June 2018)

Job Profile:

- Maintain Bank Reconciliation on daily basis.
- Prepare TDS & TCS details & submit challan on monthly basis.
- Prepare TDS return and filing.
- Issuing TDS Certificates form 16, 16A & 27Q.
- Vouching of expenses to Tally.ERP9 and TDS deductions.
- Prepare ESI Payment monthly basis/ PF Payment monthly basis/ Advance Tax payment.
- Making vendors payment, Depot imprest & foreign remittance.
- Branch Accounting (Posting Journal entries of Branches)
- Booking of Import & Domestic Inward bills.
- Booking of F&F entry into ERP.
- Verification/Upload of All Account Opening Documentation.
- Prepare Security Cheques Details.
- Follow-up for Pending Account Opening Form and Tacking of Security Cheques.
- Customer Invoice Preparation.
- Preparation of Overtime working.
- Submission of Pending Bill Of Entry to Bank for Advance Payment.

PROFILE

Name:

Om Prakash

Permanent Address:

L-1st 4/202, Sangam Vihar
New Delhi-110080

Phone:

+91-9958847589

Email:

om315prakash@gmail.com

PERSONAL DETAILS

Father's Name:

Lt. Sh. Sita Ram

Date of Birth:

05-Sep-1989

Hobbies:

Travelling

Languages Known:

Hindi, English

Marital Status:

Married

Nationality:

Indian

❖ **Precision Testing Machines Pvt. Ltd.**

Designation:- Accounts Executive (May 2017 to June 2018)

Job Profile:-

- General Accounting according to GST
- Branch Accounting (Posting Journal entries of Branches).
- Making Purchase Order according to requirement.
- Accounts Payable – follow up with creditors.
- Basic Knowledge GST Return (GSTR-3B & GSTR-1).
- Vouching of expenses to Tally.ERP9 and TDS deductions.
- Maintain Bank Reconciliation on monthly basis.
- Debtors and Creditors balance Reconciliation.

❖ **The Cottage Art Promotion**

Designation:- Accounts Executive (From Jan 2015 to April 2017)

Job Profile:-

- Maintaining accounting ledgers, account payables, account receivables, sales and purchase.
- Maintain of all day to day transaction in tally
- Preparation of bank reconciliation.
- Filing and maintenance of accounting records (vouchers) and supporting documents.
- GR Release.

❖ **Gopi Goel & Associates (Chartered Accountants Firm)**

Designation:-Paid Assistant (From Nov. 2013 to Dec 2014)

Job Profile:-

- Recording of sale invoices & purchase invoices of Clients on regular basis.
- Direct handling of Clients queries regarding General Accounting.
- Maintenance of Accounting records of Clients in Tally Software.
- Prepare Balance Sheets of Clients.
- Keeping up to date record of all accounting transactions.
- Prepare Excel Templates for VAT Returns.

I hereby declare that all the above information given here are true & I so duly responsible for accuracy.

Date _____

Place _____

(OM PRAKASH)