

## **CURRICULUM – VITAE (CV)**

### **MUKUL**

Address: House No -250, Mungesh Pur Delhi-110039.

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### **CAREER OBJECTIVE**

A profoundly talented individual with deep knowledge of principles and procedures of accounting and corporate finance looking to secure a challenging position in a reputable organization to expand my learnings, knowledge, skills and experiences.

### **WORK EXPERIENCE**

Bansal Goel & Co LLP (March 2019 to June 2021)

- Registration under GST & Income Tax.
- Book Keeping of clients and calculating tax.
- Prepare GST Returns (GSTR – 1, GSTR – 3B, GSTR – 9, & 9C)
- GSTR - 2A Reconciliation, See all matters related to Goods & Service Tax.
- Prepare Income Tax and TDS & TCS Returns & Filing of Returns.
- Prepared Journals, Ledgers, and Cash Book etc. for preparation of books of accounts.
- Registration MSME Certificate & Import Export Code.
- Finalized Profit & Loss Account and Balance Sheet & prepare Tax Audit Reports.

Lifestyle Food (P) Ltd. (June 2018 to March 2019)

- Prepared Journals, Ledgers, and Cash Book etc. for preparation of books of accounts.
- Maintained records of payables and receivables.
- Maintained records for stock.
- Generate E-way Bills.

### **ACADEMIC QUALIFICATIONS**

#### ❖ Master in commerce

- |                   |   |  |
|-------------------|---|--|
| ○ Stream          | : | Commerce                               |
| ○ University      | : | Indira Gandhi National Open University |
| ○ College         | : | Tecnia Insitute                        |
| ○ Year of Passing | : | Pursuing                               |

#### ❖ Bachelor's in commerce

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|-------------------|---|----------------------------------|
| ○ Stream          | : | Commerce                         |
| ○ University      | : | Delhi University                 |
| ○ College         | : | S.O.L. (School of Open Learning) |
| ○ Division        | : | 3rd                              |
| ○ Year of Passing | : | 2019                             |

❖ Senior Secondary

○ Stream	:	Commerce
○ School	:	VPKR Sarvodaya Bal Vidyalaya
○ Division	:	2nd
○ Year Passing	:	2016

❖ High School

○ Stream	:	General
○ School	:	Govt. Boys Sr. Sec. School
○ Division	:	1st
○ Year Passing	:	2014

## **PROFESSIONAL QUALIFICATION**

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I completed Certified Industrial Accountants (CIA) course which is based on taxation, industrial accounting and finance from The Institute of Computer Accountants (ICA).

## **KNOWLEDGE & SKILLS**

- Maintained Books of Accounts in Tally or Busy Software.
- Preparation of Sale, Purchase invoices.
- Controlling- Day to Day Accounting.
- Knowledge of M.S. Office (Excel, Word, Power point).
- Reconciliation of Sundry Creditors & Debtor Accounts-Payment Follow up & Controlling Accounts-Payable & Receivable.

## **PERSONAL DETAILS**

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Date of Birth	:	31 <sup>st</sup> Aug. 1999
Father's Name	:	Mr. Anil Kumar
Languages Known	:	Hindi, English
Strength	:	Honesty, Humour
Hobby	:	Travelling
Marital Status	:	Unmarried

## **DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

(MUKUL)