

Summary

- Maintaining Books of Accounts- Journal Voucher, Cash Voucher.
 - Monthly Sunday Debtors & Creditors Reconciliation.
 - Bank Reconciliations & All Types of Reconciliation.
 - Payment to Contractors & Statutory Payments.
 - Monthly Calculation & submission of TDS
 - Stock handling works Raw Material Purchase & Finished Goods Purchases.
 - Knowledge of GSTR-3B & GSTR-1 & Annual Return GSTR-09
 - Knowledge of MIS Report.
 - Knowledge of E-invoicing (IRN REPORT)
 - Assisting in Accounts Finalization.
- **I have been working in Accounts Sector science last 8 years.**

Education

YEAR	EXAMINATION	BOARD
2016	M.A(Regular)	University of Delhi
2012	B.COM (Hons.)	BSEB
2009	HIGHER SECONDARY	BSEB
2007	SECONDARY EXAMINATION	BSEB

Employment History

❖ **PC JEWELLER LTD**

29th June 2016 – Present

Job Role: - July, 2016 to May, 2018 in (Pc Jeweller Indirapuram showroom)

➤ **BILLING & ACCOUNTANT**

Handel Billing & Cash Counter Day to Day reporting Monthly Bank, customer, Advance, wallet & All Transition Reconciliation.

➤ **PROMOTE (ACCOUNT EXECUTIVE) in Pc Jeweller Corporate Office (Preet Vihar Delhi-92) June, 2018 to Till Date in**

Job Role: -

Handel All Branches Transition Vendor, Bank, wallet & All Type of Reconciliation, GSTR-1, GSTR-3B & GSTR 9, Trial Check, E-Invoice (IRN), Mis Work, Stock Tally, Tds, Electricity Bills update and others Miscellaneous work.

❖ **GR WORD INSURANCE COMPANY (Bharat Nagar Delhi -52)**

January 2015 - February 2016

➤ **Data Entry Operator**

Handel Customer Insurance Data Entry in Software & Scan Document, Prepare Insurance policy for Renewal.

❖ **OM TRADING CO. Madheprua (Bihar)**

December 2010 - February 2013

➤ **Billing & Accountant**

Handel SDS Billing Software, Stock Maintain, Banking, Road Permit, Tally Software.

Professional Skills

Advance Diploma in Computer Application.
Advance Excel & Word
SAP Software
Tally
Data Entry
Typing

Personal Details

Name: - Premjeet Kumar

DOB: - 20-04-1992

Gender: - Male

Marital Status: - Unmarried

Father’s Name: - Manju Giri

Occupation: - Businessman.

Present Address: - Ganesh Nagar Pandav Nagar Complex Delhi-110092

Permanent Address: - Jagjeewan Path Ward No 13 Near V-Mart Madhepura (Bihar)

Language: - Hindi & English

I hereby affirm that the above-given information is true to the best of my knowledge and belief.

DECLARATION

Place: - Delhi

PREMJEET KUMAR