

## ANOOP KASHYAP

S/o, Mr. H.P.Kashyap

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### EXECUTIVE PROFILE

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#### PROFESSIONAL PROFILE

- Self-directed, team-spirited and highly ethical business professional with expertise in accounting and financial management encompassing key values of integrity, honesty and results-orientation with an eye toward continuous improvement in challenging environment.
- Forward thinking leader and enterprising problem solver with strategic vision and keen bottom-line focus.
- Strong team leader and communicator with excellent interpersonal skills who interact well with individuals from diverse cultures, and all professional levels for gains consensus and creates or executes plans to deliver measurable result.
- Recognized for speed, accuracy, highest quality of work.
- Proven ability to work independently or with a team to “get the job done, done right and on time”.

#### CORE COMPETENCIES

Financial Management	Computer & it's Applications	Team Building & Teamwork
MIS / Documentation	Problem Solving & Trouble Shooting	Presentations & Public Speaking

#### PERFORMANCE REMARKS

- Consistently sound judgment and persuasive communications
- Highest degree of motivation, maturity and honest business ethics
- Acceptability (patience, pleasing manners, the ability to instill trust, etc)
- Spirit to achieve and a winning attitude
- Meticulous attention to detail
- Obtains maximum results in professional's performance
- Sound physique, good moral character, and mental toughness
- Accomplishes assigned tasks with superb results
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#### EMPLOYMENT & WORK EXPERIENCE

**Organization** : Gems Education. (Dream India Schools) (14<sup>th</sup> Feb-20 to till date)  
**Designation** : Zonal Account Manager  
**Functional Area** : Finance & Accounts & Audit

**Job Profile:** Monitoring Day to day accounting transactions to the Branches, exact banking ( Cash & Cheque & Card ) activity, Make plan for audit to the branches with MIS, Student's ( Active & Inactive ) payables & receivables , proper billings & receipts are match with our financial domain.

### **Previous Work Experience**

**Organization:** Spru Product. Pvt. (10<sup>th</sup> November-17 to 7<sup>th</sup> feb-2020)

**Designation:** Accountant

**Job Profile :** Day to day accounting transactions, banking & BRS, MIS, accounts payables & receivables, sale and purchase, billings & receipts, and for the recording of all revenue transactions and compute GST & TDS & filling.

### **Previous Work Experience:**

**Organization:** Aakash Educational services Pvt Ltd. (15-Sep-2015 to 8-october-2017)

**Designation:** Accounts Receivable

Generate Invoice as per GST & Balance Payments follow-up in PAN India Center as per Daily Collection Report, Generate Reports (MIS& Others as Requested-Yearly/ Weekly / Monthly/EOD Reports), Take care of banking related activities, preparation of outstanding reports of student and center venders and Banks reconciliation & Create Purchase order for office stationery, Handling Distance Learning Program PAN India work. Online payment (Pay u & Paytm) Center Payment and receive fees, Problem resolution regarding Accounts department and perform other related duties as required After TDS received fees & and center payment, Reconciliation payment by Bank, Card, Online payment.

### **Previous Work Experience**

**Organization:** Bhoopesh Gupta & Co, Lucknow India. (April, 2014 to August, 2015)

**Designation:** Executive-Accounts & Audit

**Job Profile :** Handling Rental Business PAN India work of Laptop, Desktop, SIM Card, Data Card & Coordinate Regarding PO, GRN & Generate Invoice & Payments follow-up, Generate Reports (MIS & Others as Requested- Daily / Weekly / Monthly), Take care of banking related activities, preparation of outstanding reports Debtors & Creditors and Banks reconciliation, Handling Samsung Logistic PAN India work as Mobile, Laptop, Tab & Home appliances & Manpower resources, Problem resolution regarding finance department and perform other related duties as required.

### **Previous Work Experience**

**Organization:** Seema Medical Hall, Lucknow (C&F, Super Stockiest& Distribution) (March- 2010 to April-2014)

**Designations:** Accountant

## **EDUCATIONAL QUALIFICATION**

- **Bachelor of Commerce (B.Com) 2012**  
Chhatrapati Shahuji Maharaj University (C.S.J.M.U.), Kanpur, Uttar Pradesh

## CERTIFICATION QUALIFICATION

Tally Academy-IPA, Delhi **Tally (ERP 9) 2011**

## COMPUTER PROFICIENCY

Managing computers and laptops for office automation purpose including the following:

- **Operating Systems** : MS Windows 7, Vista, XP, 2000, and 98
- **Business Software** : MS Word, MS Excel, Tally.ERP 9 and Busy, ERP
- **Presentation Software** : MS Power Point
- **Web & IT** : Effective Internet Surfing for Research, Analysis Purposes  
&Data Collection

## PERSONAL PROFILE

- **Date of Birth** : 30<sup>th</sup> June, 1989
- **Nationality** : Indian
- **Marital Status** : Married
- **Language** : Hindi & English
- **Hobbies** : Playing Chess and Cricket
- **Location Preference** : Willing to locate anywhere in World
- **References** : Available upon demand

## MY CREDENTIALS

I can ensure that management of excellent growth and committed results in every assigned and look forward for a long term and mutually progressive result-based relationship. I do here solemnly ensure that if given an opportunity, I will prove myself to be a synergetic and as an active team member.

I undertake to produce all my original certificates and statement of marks on demand.  
A favorable decision will oblige me.

**Date:**        /        / 2020

**Place:** Delhi

**(Anoop Kashyap)**