



SUSHIL PANDEY

ACCOUNTS OFFICER

PROFILE SUMMARY

Well-versed in accounts payable and receivable management, budgets, and payroll. Talented in identifying and correcting errors to ensure impeccable accuracy. Focused on achieving team objectives with Efficiency and driving company development. Proactive communicator with solid foundation of trustworthy and dependable performance.

WORK EXPERIENCE

Since Sep-2021 with WTC Noida Development Company Pvt. Ltd.

Growth Path:

Accounts Officer: Since Jun-22

Graduate Trainee: Sep-21 to May-22

- Booked RA bills, employee's reimbursement bill like mobile bill, tour bills etc in ERP (FAR Vision).
- Proficiency in managing Day to Day accounting, receivables & payables management, preparing ledger books, bank reconciliation statements and finalization of Books of accounts.
- Rera Filing
- Basic knowledge of GST and TDS
- Attending to Internal and Statutory audit, evaluating the internal control systems with a view to highlight shortcomings & implementing recommendations made by Internal Auditors.
- Assisting into internal audit and external audit to prepare the balance sheet for financial closing on yearly, quarterly, and monthly basis.
- Calculation of TDS for monthly and quarterly basis and processing the TDS payment on every month end as per payable.
- Responsible for daily Routine Expense & AR/CC payments for all my projects.
- Reconciliation of clients, Bank Reconciliation, General Accounting. MIS reports.
- Making the calculation of unit cancellation and process the refund.
- Providing updating assured return calculation of CRM team after receiving milestone payment from customers.
- Handling sales and legal related queries.
- Creation and maintenance of customer data base of projects.
- Compiling and reconciliation of project data with different database portals.

EDUCATION

- Pursuing LLB from Mewar Law Institute, Gzb
- Passed MBA (Finance & Marketing) in 2021, G L Balaji Institute of Management of Research, GR. Noida
- Passed Graduation (B. Com Hons) in 2018, VKSU, Arrah Bihar
- Passed Intermediate in 2014, BSBE Board
- Passed High School in 2012, BSBE Board

SUMMER TRAINING

One month training in Aravalli Power Company Pvt Ltd. As a Trainee

PERSONAL DETAILS

Date of Birth : 17th March 1997
Native Place : Bihar

CONTACT

CURRENT ADDRESS: - 12/713, Friends Society, Vasundhara, Gzb, UP- 201012

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KEY SKILLS

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Auditing
- Team Management
- Rera

TECHNICAL SKILLS

- ERP Far-vision
- Windows, MS office (MS-Word, Excel, etc)
- Familiar with Internet Applications.

SOFT SKILLS

- Communicator
- Thinker
- Consistent
- Supportive
- Decision Making
- Ability to work independently or with teams.

INTEREST

- Playing Cricket
- Travelling
- Spending time with family

LANGUAGES

- Hindi
- English