CURRICULUM-VITAE

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## Resident:-

L-108/16,

Street No. 42B

Sadat Pur Extn.

Near Delhi Police Training Centre

New delhi-110094

Email : omprakashitt@gmail.com

Mob : 9958047912

# **OM PRAKASH**

## **Objective** Seeking for a challenging and quality career in system & network administration where the knowledge, experience and skills can be utilized for value addition.

## **WORK EXPERIENCE**

## Period **May 2011 to Till Date**

## Company **DAHIYA YADAV AND COMPANY**

Location **Kalka ji, Delhi - 110019**

Designation **Accountant**

Industry Type CA Firm.

**Responsibilities**

* Maintenance of **Cash/Bank Book & Voucher posting** – sales, purchases, journal.
* Preparation of **computation** of Taxable Income and Income Tax Liability and filed **Income Tax Returns** of Individuals, Firms and Companies
* Voucher posting and making **correct amount of TDS deduction** on Contractors, Professionals, Salary, Rent, Commission etc.
* Depreciation chart as per company’s act and as per income tax act.
* Handling **Financial Accounting** using **TALLY** version ERP.9
* Maintaining of **Sale Book, Sale tax Account.**
* Preparation and Filing of **DVAT return, TDS return Quarterly and Service Tax** **Returns** (ST-3) half yearly.
* Voucher Entry to keep company’ business information ready in systematic way.
* Maintaining of **Cash/Bank Book**, Payment/Receipts of company’s daily transaction.
* **Reconciliation of Bank Account** to keep company’s bank balance position up-to-date.
* Preparing **Out-Standing reports** of company’s debtors & creditors to keep company outstanding position under control.
* Responsible for **checking of vouchers, making Reconciliation of Debtors**.
* Preparation and Timely deposit of **Statutory dues - TDS, Service Tax, D-VAT and Advance Income Tax.**
* Company accounting up to **finalization of Balance Sheet**.
* Bank Reconciliation Statement of Bank Accounts
* Issuance of **Form 16 & 16A.**
* RTGS, NEFT, Demand Drafts etc.

**MCA Exposure**

* Company Formation
* Change services:
* Address change of company
* Director change in company etc.
* Annual Return Filling:
* Form 20B, 23AC, 23ACA.
* Period : **Oct. 2010 to March 2011**

Firm : **BAJAJ AND GUPTA.**

Location : ***Darya ganj, Delhi - 110002***

Job Profile : ***Account Assistant***

Industry Type: CA Firm.

**Responsibilities:**

* Maintenance of Cash/Bank Book, Voucher Feeding.
* Sales Tax Return filing.
* Assessments of Sales Tax.
* Finalization of Accounts.
* P&L Account, & Balance Sheet

**EDUCATIONAL QUALIFICATION**

* **CA IPCC-1** fromThe Institute of Chartered Accountants of India in May,2011.
* **B.Com(P)** from Delhi University (SOL ) in 2012.
* **12th** from CBSE Board, Delhi in 2009.
* **10th** from CBSE Board, Delhi in 2007.

###### PROFESSIONAL EXPERIENCE:-

* Accounting Package : Tally ERP.9.
* Package : MS-Word, Excel, in 2007 version

Compu-Tax for Income Tax Return

Webtel for tds

* Platform Worked on : Windows XP, Windows7.
* Others : Internet, E-Mail, Scanning

###### PERSONAL INFORMATION

Date of Birth : 28th September 1990

Father’s Name : Sh. Ram Nayan Gupta

Marital Status : Unmarried

Gender : Male

Nationality : Indian

Religion : Hindu

## Hobby : Book-Reading & Travelling

Expected Salary : Negotiable

#### 

###### Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

In the view of the above I request you to be kind enough to give me an opportunity to serve your estimated organization I shall be very thankful to you.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

#### Place: Delhi (Om Prakash)