

KAUSHALESH SINHA

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Career Objective:

To be associated with a progressive organization that gives scope to apply my knowledge and skills, and to be a part of a team that dynamically works towards the growth of the organization and work to the best of my potential using patient and direction thereby benefit my organization.

Personal Objective:

To work in a professional and dynamic environments where I can use my inherent talent and work in a challenging atmosphere, which provide me with opportunities for earning, growth and to prove myself.

Educational Qualification:

M.Com from Pt. Ravishanker Shukla University, 2017.
P.G.D.C.A from Dr. C.V. Raman University, 2016
B. Com from Pt. Ravishanker Shukla University, 2015.
HSC, from Govt. Higher Secondary School Darra, 2010..
SSLC, from Govt. Higher Secondary School Darra, 2008.

Technical Skills:

Operating system: Windows all versions.
Well Knowledge of Tally. ERP 9, SAP, CRM, DMS, MS office – Word, Excel, Power Point, Adobe Photoshop, Oracle, Internet, FoxPro Software, able to learn & work all adopted software by organization.

Employment Details

Feb'18 to till date with Shanti G.D. Ispat & Power Pvt. Ltd. Raipur (C.G.), as Senior Executive Accounts & Finance.

Key Result Areas:

Voucher entries.
Reconciliation of ledgers.
Prepare bills, invoices and bank deposits.
Checking invoices.
TDS calculation for payment & returns.
Preparation of TDS statements & filing returns.
Preparation of GST statements & filing returns.
Tax compliance including GST and income tax.
Ensuring timely & accurate withholding tax deductions, deposition and filing of tax returns.
Fixed assets & depreciation accounting.
Making entries of invoices in Tally & excel.
Working on EPF & ESI for monthly payment & their compliance control.
Responsible for all payments such as salaries, vendor payments, statutory liabilities, utilities etc.
P&L analysis (review of all transactions with regard to correct chart of accounting).
Preparation of statement of accounts & finalization.
Finalization of balance sheet and maintenance of profit & loss a/c.
Preparation of MIS as desired by management.
Monitoring all mailboxes / invoices postings / handling supplier and business queries.
Review supplier outstanding position.
Liasoning with the statutory auditors for annual / quarterly audit of financials.
Maintaining complete set of statutory books required for audit & tax compliance and getting completion of audits.

Banking Work

Banking & treasury.
Bank reconciliation and entries.
Cheque preparation/ fund transfer, online payment through NEFT /RTGS.
Skilled at receiving and processing banking transactions
Loan processing.
Loan Repayments & accounting entries accordingly.
Bank Guarantee preparation & cancellation.
Balance allocation & Fund Management
Strong mathematical skills
Attention to detail
Knowledge of proper cash handling procedures.
Ledger balancing
Cash drawer maintenance
Petty cash management
Numeracy skills
Knowledge of financial principles and practices

July'13 to Jan'18 with G.K.& Sons Automobiles Pvt. Ltd. Raipur (C.G.), as Accounts & H.R. Executive.

Key Result Areas:

VAT working
VAT return
"C" form working & issue
Individual accounting + bank reco + cheque issue register
TDS working & return filing.
Preparing Modvat (Excise) invoices and excise return filing.
Arranging documents in case of finance
Balance confirmation (Debtors + Vendors)
Preparation of salary sheet & leave encashment.
Recruiting /hiring/completing their documentation & issuing appointment.
EPF / ESI working & calculation.
EPF / ESI audit depends on notice and all other HR work
Writing reports for senior management and delivering presentations
Developing and implementing new administrative systems.

Nov'10 to Jun'13 with Shree Vasu Logistics Pvt. Ltd. Raipur (C.G.), as EDP Incharge.

Key Result Areas:

To manage sales and distribution network through backup office support.
Interaction directly with dealers to understand and satisfying them by solving their problems & grievances in terms of accounts and sales after service support.
Payment collections follow-up
Stock handling, data operation, commercial operations through SAP software.
Stock planning in terms of indent vs inventory.
Recommendation of credit limit for parties.
Follow-up for transport claim for shortage, breakage supply of goods.
Tracking of permits require for dispatch goods.
Physical stock verification of stocks in warehouse.
Communication & correspondence with H.O. Z.O, field force.
Time-to-time reporting area manager / zonal accountant / head office.
Generated classical reports and interactive reports according to the customer's requirement for information for sales, billing, purchasing, accounting, stock analysis, performance measurement and cash flow using sap programs, used parameters, select-options and match codes to make the reports more friendly and accurate to the user.
Taking the orders from sales team and billing, as per invoicing, plan for dispatches.
Payment entry of outstanding amounts by cheques, RTGS,NEFT.
Daily reporting to sales team, weekly& monthly reporting to H.O. and also update the reports which are demands by C&FA, sales team and H.O.
Preparation for audits which might be conducted by C&FA or by company. This audit are related to stock audit, process audit and legal documents & licenses.
Completing the processes of appointing new distributors and updating their required information for his billing, stock delivery and payment entry

Personal Detail

Name : Kaushalesh Sinha
Father's Name : Shri Rekhram Sinha
Languages Known: Hindi, English & Local language.
DOB : 28/07/1992
Marital Status : Married
Address : C-36, Sector -1,Near Ramdarbar Temple,
Awadhpuri Colony, Bhatagaon, Raipur,492013