

CURRICULUM VITAE

SUMIT KAUSHIK

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Ghaziabad

D.O.B : 19-11-92

OBJECTIVE:

Looking for position in an organization where I can use my skill along with possible avenues for creativity & self-improvement and play a significant role in the growth of the organization.

ACADEMIC PROFILE:

Course	Board/University	School/College	Year of Passing
Graduation (B.com)	C.C.S	M.M.H College	2012
Intermediate	CBSE Board	S.V.M	2009
Matriculation	CBSE Board	S.V.M	2007

WORKING EXPERIENCE

❖ Asepack Laminates Ltd,Ghaziabad

It's a Manufacturing Company worked with as an Accounts Assistants from April-15 to June-17.

❖ Proec Energy Ltd,Modinagar

It's a Manufacturing Company worked with as an Accounts Assistants from July-17 to till now.

JOB RESPONSIBILITIES

- ❖ All entries related to GST& TDS in Tally ERP 9
- ❖ Preparation of RCM Detail of GST
- ❖ To Check Availability of input credit related to invoice in GST
- ❖ Timely Calculation and deposit of TDS
- ❖ Filling of sales tax return
- ❖ Filing of ER-1 Return
- ❖ Maintain RG-1 Register

- ❖ Accounting entries in tally ERP 9
- ❖ Bank Reconciliation
- ❖ Reconciliation of debtor and creditors balances
- ❖ Maintain debtor list
- ❖ Issued c form and co-ordinate with client for collecting c form
- ❖ Issued of E-way bill
- ❖ Preparation of MIS

TECHNICAL PROFILE:

Done three Months diploma in computer financial accounting from ACT COMPUTER EDUCATION, Kalkagari, Ghaziabad

SOFTWARE SKILLS:

Application software	Ms-word, Excel
Tally	ERP.9
Other	Internet

HOBBIES:

- ❖ Listening music and reading books
- ❖ Playing all game

PERSONAL DETAILS:

Fathers Name : Mr.Sudhir Kaushik

Nationality : Indian

Language : English & Hindi

Marital Status : Unmarried

Declaration: I hereby declare that all the above information is correct up to my knowledge and I bear the responsibility for its correctness.

Date:

Place:

(Sumit kaushik)