

Curriculum Vitae

RUPESH KUMAR MISHRA

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Address: RZC-2 DURGA PURI, VIJAY ENCLAVE, N DELHI

Career Vision

me?

To seek responsible and challenging positions which will allow

to use my education and personal abilities for self and company's growth

Objective:

Looking for a position in a professional organization where I can grow up and enhance skills on the different areas.

Experience:

1. **Virgin Atlantic Cargo**, IGI Airport, New Delhi as an **Accounts Assistant** from Oct"2007 to 06th March 09
(Accounting Package in I-SMART)
2. **R.P.PURI & Co.** Lajpath Nagar,
New Delhi From 10th March to 14 April-2010
3. Presently working with **SMS Water Grace BMW Pvt Ltd.**
Nilothi, New Delhi from 15 April 2010 to 30 May 2018.

Job Profile

Salary Sheet Final

- Salary Tax Calculation .
- Budget Final.
- Qtry Presentation.
- Cash matching
- Bank reconciliation.
- Posting of journal entries on the processing system, as and when required.
- To maintain monthly sales register for cross checking of the sales bills
- Preparation of bank reconciliation Statement
- Maintain of cash Book and party ledger
- Preparation of Trading A/C
- Preparation of P & L A/C, Balance Sheet
- Preparation of Trial Balance
- Bill Passing of Purchase voucher
- Service tax return filling

- TDS Return filling
- Data entry
- Vat Return Filling
- GST working

ACADEMIC QUALIFICATION:

EXAM.	DISCIPLINE	UNIVERSITY/BOARD	YEAR OF PASSING
B.com (A/C Hon)	Commerce	LNMU	2005
XIIth	Commerce	Bihar Board	2002

Other Knowledge / Skills

Have good knowledge of **M.S WORD, EXCEL, and TALLY 7.2 & 9.0, SAP 6 MONTH EXPERANCE.**

Father's Name : Shri Sharvan Mishra
 Date of Birth : 06th February 1986
 Languages Known : HINDI & ENGLISH
 NATIONALITY : INDIAN
 HOBBIES : MUSIC & SPORTS
 Marital Status : Married

Place: New Delhi

Rupesh Kumar Mishra