

# CURRICULUM VITAE

**VIKAS KUMAR**

MBA (Finance) CA-IPCC,

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## Carrier Objective

To become a trustworthy and reliable asset for the organization, to make up a responsible position in a challenging environment where my skills could be better utilized and help me to improve myself as well as for the development of organization.

## Professional Experience

Organization	Job Responsibilities	Designation	Tenure
<b>Manlift India Pvt. Ltd.</b> (Noida Phase-II)	Book keeping, Accounting, Billing, BRS, ESI, TDS & GST Return Ect.	Executive Accountant	<b>Till Now</b>
<b>Jha Shailendra And Associates</b> Chartered Accountants (CA Chaman Singh)	Auditing, Taxation, Company Affairs Matters , VAT, Service tax	Executive Accountant	July 2015- May 2017

## Key Activities Handled

### **Indirect Tax:**

- Calculation of Service Tax and VAT liability and depositing the taxes within time frame.
- Registration of Proprietorship firm in Sales Tax Department
- Preparation & filling of Service Tax Return and VAT return.
- **Registration in GST, Proprietorship Firm/Partnership Firm/Company (wheather Public Ltd./Private Ltd.)**
- **Prepare a Tax Summary of GST (Sale/Purchase) for GST-3B and Filling of GSTR-1 Return.**

### **Accounting and Taxation:**

- Tax Audit (**Preparation of Balance and Profit & Loss A/c**) and ROC of the Company.
- Preparation and **E-Filing of Income Tax Returns** of all types of Assessed whether Proprietorship & Individual.
- Making payment to the Payable parties and follow-up for payment from Receivable parties.
- Maintain Bank Reconciliation Statement on daily basis Instead of monthly basis so that correct picture of DEBTOR's & CREDITOR's.
- Handling Cash, Bank Accounts, Salary, Attendance Register maintain, working on tally, Preparing of vouchers, Audit Compliance relative to company & T axation work.
- Daily Bank work, **Bank Reconciliation Statement, Purchase & Sales Maintaining Party Ledgers, Making Payment, Billing Invoice, Delivery Challan, Vouchers, TDS** Etc.
- Accounting entries made for **TDS, ESI/PF and Salary.**

- Preparation summary of **TDS on Contractor, Rent, Professionals, Commission and deposited monthly TDS Return.**
- Processing of Vendor & Sub-contractor bills.
- Audit Planning and managing the audit team and review the work done by them.

### Professional Qualification

Qualification	University/ Institute	Year/ Month	Marks obtained
MBA	Swami Vivekanand Subharti University ( <b>Finance</b> )	June 2018	Waiting for Result
CA IPCC	ICAI	May, 2017	Dropped Out
CPT	ICAI	May, 2012	Passed

### Professional Certificate

**3 Month Tally Course (Ver.9 & ERP-9) for NIEST INSTITUTE.**

### Educational Qualification

Qualification	Board	Month/Year	Stream
B.Com	Delhi University (School Of Open Learning)	Nov 2014	Commerce
Class XII	CBSE Board (Govt. Boys Sr. Sec. School)	March 2008	Commerce Stream (Without Maths)
Class X	CBSE Board (Govt. Boys Sr. Sec. School)	March 2006	All subjects

### Computer Literacy

- Exposure in accounting packages **ERP** i.e. **Tally** solution, **Busy Accounting Software**
- Well versed with MS-Office
- Good knowledge on Internet Applications Outlook express and mail communication to our client etc.
- Typing speed 22 Wpm.

### Strength

- Analytical Skills
- Fast Learner
- Team Player

### Personal Profile

**Date of Birth** : 30<sup>th</sup> August 1990

**Fathers Name** : Sh. Vishwanath Pandit

**Address** : B-295 Street No. 2 Rajveer Colony Gharoli Extn. Delhi-110096

**Marital status** : Unmarried

**Language Known** : Hindi, English

**I declare that all the information provided by me in this application is correct to the best of my knowledge and belief.**

**Date :-**

**Place: Delhi**

**(Vikas Kumar)**