CURRICULUM VITAE

Name : Naveen Kaushik

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| ***CAREER OBJECTIVE*** |

To obtain a long term career as an Accountant in an organization that offers professional growth and help me in upgrading my technical skills and abilities and in turn get benefited through my resourcefulness, innovativeness and flexibility.

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| ***QUALIFICATIONS*** |

* ***CA -IPCC dropout From The Institute of Chartered Accountants of India***
* ***Academic***

Passed B.COM From Manav Bharti University with 78%

Passed class XII From U.P Board.

Passed class X From U.P Board.

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| ***COMPUTER PROFICIENCY*** |

* 2 Years Diploma in Account & Finance from National Institute of Finance and Accounts.
* 1 Year Diploma in Account & Taxation from Institute of Complete Accountants.
* Knowledge of E-TDS, Tally software & Texma used in accounting & preparation and filing of TDS , GST returns & Bill passing.

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| ***CORE COMPETENCIES:*** |

* Sincere in the work assigned, Can handle work pressure
* Enthusiastic and Quick learner of difficult things
* Possess strong interpersonal and communication skills
* Easy going nature

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| ***PROFESSIONAL EXPERIENCE*** |

•Presently working with **Super Fashion, 12/4,Sector-37 Faridabad** as an Account Executive from December 2018.

Key Responsibilities/Assignments:

* Prepared & filed GSTR -1 Return
* Generation of E-Way Bill.
* Preparation of All Export Documents for Bank i.e for Collection, Bill Discounting, Issue of BRC etc.
* Proper maintenance of books of accounts that consists of Purchase & Journal Entries according to the GST Applicability ,Bank Reconciliations and General ledger Reconciliations.
* Preparation of Daily MIS related to Receivables.
* Follow up with Vendors for Collections.
* E-Payment of ESIC & EPF.
* Preparation of Fixed Assets Register.

**● 2 Years Experience with M.H Textiles , 14/7, Sector-31,Faridabad as an Account Executive.**

Key Responsibilities/Assignments:

* Preparation of Sales Invoices and Cash Vouchers.
* Proper maintenance of books of accounts that consists of Purchase & Journal Entries ,Bank Reconciliations and General ledger Reconciliations.
* Filling Quarterly Return of TDS.
* E-Payment of Income Tax & TDS.
* Preparation of RTGS, NEFT and Cheques .
* Preparation of ESIC Challan.
* E-Payment of ESIC & EPF.

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| ***PERSONAL DETAILS*** |

Father’s Name : Mr. C.P Sharma

Date of Birth : 27th Oct.1993

Marital Status : Unmarried

Languages Proficiency : English and Hindi

Address : Flat. no. 101,T-2 Tower,RPS SAVANA, Sector-88, FBD (H.R.)

Hobbies and Interests : Surfing on net, Playing Cricket & listening music

DATE :

PLACE: FARIDABAD

(Naveen Kaushik)