

# Vikrant Kumar

## Accounts Executive - Eden Junior College

Siwan, Bihar, 841226, IN - Email me on Indeed: [indeed.com/r/Vikrant-Kumar/af1cf3b00e7f5c51](https://www.indeed.com/r/Vikrant-Kumar/af1cf3b00e7f5c51)

- 5 years of experience in Accounts & co-ordination with other groups within the organization.
- Good working knowledge of Tally ERP. 9, MS Word, MS Excel and ability to use databases for recording and reporting.

### WORK EXPERIENCE

#### Accounts Executive

Eden Junior College - Siwan, Bihar - September 2015 to Present

##### Job Responsibilities:

- Handled multifaceted clerical tasks (e.g., data entry, records management and cash handling)
- Analyzed reporting Budget against Actual Expenditures for management review.
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
- Expertise in managing the Fund Management
- Experience in preparation of monthly Bank Reconciliation statement
- Experience in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
- Well versed in preparation of department wise Monthly Collection Report.
- Expertise in reconciliation of receivable & payables with their respective statements
- Supervising and coordinating subordinates to ensure in smooth accounting.
- Diplomatic and Excellent in Public Relation and Office Administration
- Handling in material inward and outward register
- Preparation of stock report, Manufacturing A/c
- Handling in petty cash and Banking operations
- Vendor Management-dealing with internal and external customers, Issue of purchase orders and payments

##### Employer:

- Worked as Accountant with Sunil Kumar & Associates, Siwan (I. Tax & S. Tax Consultant)
- Worked as Senior Accountant with S.K. Patodia & Associates, Patna (C.A. Firm)
- This time working as Accounts Executive at Eden Junior College and Sant Jaleshwar Academy (Eden Group), Chhapra

### EDUCATION

#### M.COM.

1st Div. form Jai Prakash University - Chhapra, Bihar  
2012

#### B.COM.

Jai Prakash University - Chhapra, Bihar  
2010

#### Certified Industrial Accountant

Institute of Computer Accountant - Patna, Bihar

#### ADDITIONAL INFORMATION

##### Key Skills .

- Office Management
- Records Management
- Teambuilding & Supervision
- Petty Cash Handling
  
- Accounts Payable/Receivable
- Bookkeeping
- Staff Development & Training
- Tally Maintaining
  
- Meeting & Event Planning
- Inventory Management
- Spreadsheet & Reports
- Budgeting & Cost Controls

##### CURRENT ORGANIZATION .

##### Computer knowledge:

- Well versed in use of MS office
- Tally ERP 9
- Internet savvy.