

Suneel Kumar

M Com with 3 year Experience

Una, Himachal Pradesh - Email me on Indeed: [indeed.com/r/Suneel-Kumar/187e93991793835f](https://www.indeed.com/r/Suneel-Kumar/187e93991793835f)

Provides management with financial information by researching and analyzing accounts preparing financial statements.

WORK EXPERIENCE

Accounts Executive

Kapsons Agencies Pvt. Ltd - Chandigarh, Chandigarh - January 2010 to Present

Job Responsibilities:-

In Account Section:-

- > Manage vender accounts and voucher entry generating weekly on demand Cheque.
- > Credit control management handling over 600 dealers account and prepare their dues ageing analysis report and present it to the management on weekly basis.
- > Prepare Bank reconciliation and fund position on daily basis.
- > Branch handling and making inter or intra branch reco.
- > Prepare Profitability analysis of stores on monthly basis.

In Taxation:-

- > Prepare TDS calculation on monthly basis and file TDS return quarterly.
- > Sales tax calculation every month and also file sale tax return quarterly
- > Prepare "C" and "F" form. "C" form Issue to supplier and collect from dealers and also keep up to date record of forms.
- > Relevant knowledge regarding service tax and income tax.

Computer Skills:-

- > Computerized Accounting.
- > Knowledge of tally 9, Busy, Logic software.
- > Knowledge of Internet application.

Strength:-

- > Always show positive attitude towards compensating any Skill
- > Optimistic and creative approach.
- > Disciplined attitude towards professional life.
- > Never works with Die approach.

Personal Detail:-

Marital Status Un-Married

Hobby Listen to Music.

Date

Place Suneel Kumar

Accounts

Kapsons Agencies Pvt Ltd - Chandigarh, Chandigarh - January 2010 to Present

Handle entire distribution & whole sale retail work, credit control management, bank , fund position, taxation etc.

Accounts Executive

kapsons Agencies Pvt Ltd - Chandigarh, Chandigarh - January 2010 to Present

EDUCATION

PGDCA

DOEACC - Chandigarh, Chandigarh

2009

B.Com

H.P.University Shimla - Shimla, Himachal Pradesh

2008

Industrial Accountant

The Institute of Computer Accountant

M.Com

H.P University Shimla. - Shimla, Himachal Pradesh

SKILLS

Computerised Accounting, Knowledge Tall ERP 9, Busy Accounting Software