**MAYANK MITTAL**

**Mobile: +91-9999167606**

**E-Mail: mkmittal1988@gmail.com**

A result oriented professional with ***over 13 years*** of rich experience in ***Taxation, GST Accounts, Auditing, and Invoicing &Reconciliation***

***Professional Experience***

## 

## Presently working with New Era College of Science & Technology, Ghaziabad as Sr. Accountant (F&A).

* + Proficient in the preparation and finalization of Books of Accounts, maintaining accounts payable and receivables, Balance sheet, bank reconciliation statements, ledgers, auditsMIS etc.
  + An effective communicator with good presentation skills.

***Organizational Scan***

# 

# *New Era College of Science & Technology, Ghaziabad as Sr. Accountant (F&A) (July 2020 to Present)*

***Responsibility of Work***

* Preparation of GST – GSTR-1 by 10th of every month, and GSTR -3B by 20th of every month & GST Return.
* TDSCalculation&MonthlyDepositby7thofeverymonth and preparation of TDS Return.
* Day to day accounting and taxation work.
* [Bank](https://www.linkedin.com/feed/hashtag/?keywords=%23Bank) Reconciliation, Cash Reconciliation, & All Reconciliation (Debtor and Creditor).
* MIS Report – Sundry Debtors.
* Reconciliation - TDS amount deducted by Debtors (from diff. verticals) Quarterly reconcile with 26AS to identify the tax deducted from our payment, deposited or not. If not follow-up with the clients for TDS Certificate.

# *Skyline Institute of Engineering, Greater Noida as Sr. Accountant (F&A) (Aug 2019 to Jun 2020)*

***Responsibility of Work***

* Prepare Invoices, & Debit note & Credit note.
* Day to day accounting and taxation work.
* [Bank](https://www.linkedin.com/feed/hashtag/?keywords=%23Bank) Reconciliation, Cash Reconciliation, & All Reconciliation (Debtor andCreditor).
* Handling ledger accounts and keeping the check for any invoices or payments Preparation of Bills Payable after Approval from MD/Executive Director for payment, Issue of Cheque or RTGS or NEFT & Credit Card according to the maximum, Cash Payments regd Petty Expenses according to approval from MD.
* Handling vendor and contractor payment.
* Fees Collection and due of Students and entered in Tally on daily basic.

# *KCC Institute of Technology &Management,Greater Noida as Accountant (F&A) (May-2013 to Jun-2019)*

***Responsibility of Work***

* Preparation of GST –GSTR-1 by13th of every month, and GSTR -3B by 20th of every month & GST Return.
* Handling ledger accounts and keeping the check for any invoices or payments Preparation of Bills Payable after Approval from MD/Executive Director for payment, Issue of Cheque or RTGS or NEFT & Credit Card according to the maximum, Cash Payments regd Petty Expenses according to approval from MD.
* Prepare Invoices, Debit note & Credit note.
* Day to day accounting and taxation work.
* [Bank](https://www.linkedin.com/feed/hashtag/?keywords=%23Bank) Reconciliation, Cash Reconciliation, & All Reconciliation (Debtor and Creditor).
* Fixed Asset Register.
* TDS Calculation & Monthly Deposit by 7th of every month and preparation of TDS Return, ESIC & EPF Calculation & Deposit by 15th of every month.
* Bank Payment (Recurring Expenses like Telephone, Credit Card, Electricity & other expenses).
* MIS Report – Sundry Debtors.
* Quarterly TDS Return Finalization Salary and other than Salary.
* Maintaining and Reconciliation of day book, employees, vendors and contractors account ledgers.
* Handling vendor and contractor payment.
* Managed vendor accounts, generating Cheque on demand. To handle the day to day accounting and taxation work.
* Calculating and checking to make sure payments, amounts and records arecorrect.
* Hands on Account Receivable/Account Payable & Bank Reconciliations.
* Reconciliation - TDS amount deducted by Debtors (from diff. verticals) Quarterly reconcile with 26AS to identify the tax deducted from our payment,deposited or not.If not follow-up with the clients for TDS Certificate.
* Collection and entered of students fees in Tally9.ERP.
* Liaoning with CA for Internal Audit.
* Send TDS Certificate to Party for TDS Reimbursement.
* Maintaining the data of various sub units to Book of Accounts (Tally.ERP9) on daily basic.

## Shri Rathi Steel Limited, Noida as Account Executive(Sep-2012 to Apr-2013)

***Responsibility of Work***

* TDS Calculation & Monthly Deposit by 7th of every month and preparation of TDS Return,ESIC & EPF Calculation & Deposit by 15th of every month.
* Bank Payment (Recurring Expenses like Telephone, Credit Card, Electricity& other expenses).
* MIS Report – Sundry Debtors.
* [Bank](https://www.linkedin.com/feed/hashtag/?keywords=%23Bank) Reconciliation, Cash
* Reconciliation & All Reconciliation (Debtor andCreditor).
* Follow up Debtors for pending payment.

***Institute of Management Studies, Noida as Account Assistant (Aug-2008 to Jul-2012)***

***Responsibility of Work***

## [Bank](https://www.linkedin.com/feed/hashtag/?keywords=%23Bank) Reconciliation, Cash Reconciliation, & All Reconciliation (Debtor andCreditor).

* Fixed Asset Register.
* Handling ledger accounts and keeping the check for any invoices or payments Preparation of Bills Payable after Approval from MD/Executive Director for payment, Issue of Cheque or RTGS or NEFT & Credit Card according to the maximum, Cash Payments regd Petty Expenses according to approval from MD.
* Handling vendor and contractor payment.
* Fees Collection and due of Students and entered in Tally on daily basic
* Maintaining the data of various sub units to Book of Accounts (Tally.ERP9) on daily basic.
* Day to day accounting and taxation work.

***Academic***

|  |  |
| --- | --- |
| **MBA from IGNOU** | **2015** |
| **M.Com from CCS University** | **2010** |
| **B. COM from CCS University** | **2008** |
| **12th From U.P Board Allahabad** | **2005** |
| **10th From U.P Board Allahabad** | **2003** |

***ITS Skills***

Proficient in MS Office, Tally ERP 9, Window8& Window10.

Certified Tally Financial Acconting Programme from Tally Academy.

GST Out & GST Input Entry, GST Return Reverse Mechanism Entry, invoicing, GST filing, Voucher Entry, Depreciation (Sale, Purchase,) Stock Maintain, Bank Reconciliation, Data Entry, Shares (Sales Purchases) TDS return, Auditing, Filing and Maintain Proper Record.

***Personal Details***

**Dateof Birth:** 21-june-1988

**LanguagesKnown:** English, Hindi

**PermanentAddress:** C-25, A-IIIrd Ground Floor, Ashriwad Appartment West Model

Town Ghaziabad-201001

**Father'sName:** Lt. Sh. Arun Kumar Mittal

**Nationality:** Indian

**MaritalStatus:** Unmarried

# Place………………

**Date……………….. Mayank Mittal**