Keshav Kumar Thakur

Village Sadarpur Colony

Gali No. 03, Sec-45 Noida U.P-201301 Contact No. +91 8766338377

E-mail: [keshavthakur9150@gmail.com](mailto:keshavthakur9150@gmail.com)

CAREER OBJECTIVE :-

Seeking a challenging position in a reputed organization which provides opportunities for professional growth and advancement, where I can utilize my experience and acquired skills towards becoming a valuable team member.

ACADEMIC QUALIFICATION :-

Higher Secondary Matriculation from Bihar Board. (2013)

Senior Secondary Intermediate from Bihar Board. (2015)

B. Com Hons from LMNU University Darbhanga. (2018)

SUMMARY OF SKILLS :-

Preparing sales invoices & the upkeep of an accurate accounts filing system.

Maintain All Accounting voucher entry.

Preparation of financial statements which includes Trading Profit and Loss, Bank

Preparation of weekly Receivable and Payable statements.

Preparation of MIS Report (Daily Based).

Online filling GSTR-3B, GSTR-1.

Prepared company accounts and tax returns for audit.

Prepared weekly confidential sales reports for presentation to management.

Handlings and reporting mails.

COMPUTER Efficiency :-

MS Word, MS Excel

Can proficiently operate windows XP and window 7, 10.

Have experience of using Internet and various Tax computation & Report preparation

Software.

Tally 9.0, ERP 9 & 7.

ACCOUNTING PACI£AGE:-

Tax

TDS Basic Knowledge.

G.S.T (Goods & Service Tax)

WORK EXPERIEHCF :-

N.G.R.G & CO.(CA FARM)

POSITION :-Junior accountant

Starting from (1.5.2018 to 19.11.2019)

V.M.C.A & ASSOCIATE (CA FARM)

POSITION :- ACCOUNT EXECUTIVE

Starting from (1-12-2019 to 25-06-2020)

SHAGOON FURNITURE HOUSE

POSITION:- ACCOUNT EXECUTIVE

HANDLING :- BILL GENREATE, SALE & PURCHASE ENTRY , BRS,

Starting from (1-7-2020 TO 31-08-2020)

INDIAN REFREIGERATION

POSITION:- ACCOUNTANT

HANDLING:- BILL GENERATING, SALE & PURCHASE ENTRY, BRS, GST

NET BANKING, STOCK UPDATE, E-WAY BILL , STAFF HANDLING

STARTING FROM (1-9-2020 TO TILL)

PERSONAL DETAILS :-

Name - KESHAV KUMAR TAKUR

FATHERS NAME - GAURI SHANKAR THAKUR

Marital Status - Unmarried

Language - Hindi & English

DOB - 12-Aug-1995

I hereby declare that the written particulars are true to the best my knowledge and belief

Date: (Keshav Kumar Thakur )