CHANDAN KUMAR

ADD: D-375, GANESH NAGER

PANDAV NAGER COMPLEX DELHI :-92

Mob-8744028420/9069096585

G-mail I’d-chintukr997@gmail.com

CAREER OBJECTIVE

**I Seek A Job As A Accountant In Any Company Where I Can Use My Knowledge.**

**I Wish To Contribute Towards Organization Goals Through My Skill’S, Hard Work And Creativity.**

**WORKING EXPERIENCE**

* **SENIOUR ACCOUNTANT: - MUSCLE AND STRENGHT INDIA LLP (18-06-2017 TO 19-09-2019)**

1. **Maintain sales & purchases on Tally**
2. **Maintain Day to Day Bank statement Reconciliation Company & Branches on Tally.**
3. **Maintain Salary Sheet & Attendance Sheet on Excel & Tally.**
4. **Handel All administrative Works.**
5. **Handel Multiple Company & Branches.**
6. **Dealing with the vendors Sale & Purchase, Payment Flowing Receivable & Payable.**
7. **Create Performa Invoice with Updated Stock**
8. **Make Cheq Payable of venders & Individuals Person.**
9. **Maintain Day to Day Company Cash & Expenses.**
10. **Preparation of Monthly Expenses Sheet Company & Branches.**
11. **Stock Inventory Management (Company & Branches)**
12. **Handel E-commers Website.**
13. **Preparation of Monthly & Quarterly GSTR -1 & GSTR -3B calculation & returns Filing**
14. **TDS Calculation, Payment & return Filing**
15. **Preparation Of company ITR-V, Balance Sheet, Internal and Statutory Audits.**
16. **Generate E-Way Bill’s.**
17. **Create and update database and excel spreadsheet**
18. **Team leadership, Good communication with Seniors & Juniors**
19. **Handel All Account Related Works & Problem Solving.**

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| Educational Qualifications |

* **10thpassed (BIHAR BOARD)**
* **12th passed (BIHAR BOARD)**
* **B.com passed (MAGADH UNIVERSITY)**

TECHNICAL Qualifications

* MICROSOFT OFFICE: - MS OFFICE. (GOOD COMMAND IN EXCEL) .
* ACCOUNTING SOFTWERE - “TALLY ERP9”,

PERSONAL DETAILS

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| --- | --- |
| Father’s Name: | Mr. Vijay Prasad |
| Date of birth: | 26-7-1998 |
| Nationality: | Indian |
| Sex: | Male |
| Marital status: | Single |
| Language Known | Hindi ,English |

Declaration

I, the undersigned , hereby declare that the documents and information I have attached are truthful, complete, correct and up-to-date to the best of my knowledge and belief

PLACE:- (CHANDAN KUMAR)