**KHETRAMOHAN BHOI**

Near Heritage Public school,Barola , Sec-49, G.B. Nagar ,Noida

**Contact no:-** 9910375260,9250517808

**E mail ID:** [mohankb22@gmail.com](mailto:mohankb22@gmail.com)

**ACCOUNTS & FINANCE PROFESSIONAL**



* Competent and diligent Accounts & Finance Professional with 7 years of proven expertise in streamlining the accounting domain with focus on authenticity and accuracy
* Expertise in formulating and implementing the Finance & Accounting Policies/ Procedures and Statutory enactments with the ability to relate theory with practice.
* Demonstrated success in establishing, streamlining, strengthening and control of accounts and finance and related work and liaison related functions.

**Core Competencies**

* Accounts Management 🙞 Audit Facilitation🙞 Taxation 🙞 Bank Reconciliation Statements 🙞 MIS 🙞 Account Payable / Receivables 🙞Payroll Management



**PROFESSIONAL EXPERIENCE**

**M/s IRIS EXPORTS & BOUTIQUE (Noida ) 24 April 2018 to continue**

* Handling accounts Payable & Preparation Cheque Payments of All Parts Sundry Creditors
* Verification of expenses and travel reimbursement vouchers submitted by the employees
* Verification of Cash books, Monthly salary process – payroll
* knowledge of **GST.(Goods and Services Tax)** E-filling of GSTR 3B, GSTR1,GSTR-2
* Generate of E-ways Bill & Reconciliation of purchase as per Books of Account and as per Return .etc
* All exp booking with payment schedule.
* Preparing of Accounts receivables and payables reports
* Preparing of daily & monthly sales report
* Preparing Invoices, Maintaining accounts File and Register

**M/s TEAM KRIAN (Greater Noida) September’16 to April 2018 (1.8 year )**

**About Company -** *M/S-TEAM KRIAN*   is one of the reputed manufactures and exporters of readymade Garments and hosiery . It’s head office situated at EPIP, KASNA Greater Noida.

**Accounts Executive**

**Financial Statement.**

* Dealing with Banks on daily Basis.
* Day to day accounting and reco to Imprest A/c.
* Vendor’s reconciliation with books of accounts.
* Handling accounts Payable & Preparation Cheque Payments of All Parts Sundry Creditors
* Preparing monthly salary of the employees.
* Bank Reconciliation statement & Preparing Bank Summary.
* All exp booking with payment schedule.
* Reconciliation of purchase as per Books of Account and as per Return.etc
* Maintain of all installment due of Personal Account.
* Maintain Documents Related to Bank Deposits and knowledge of **GST.(Goods and Services Tax)**
* Issuance of debit & credit notes to the customers/Vendors.
* E- Filling of TDS return and Payment of online challan
* Checking Exp. of Depots including Imprest & Traveling Expenses bills.

**M/s-TECHMART (Noida)**  March’13 to September’16(3.6 year)

**About Company---***M/s- TECHMART* is a global IT Product and service provider that specializes in full stack JavaScript and java development .It’s head office situated at Noida. It operates IT works.

**Assistant Accountant.**

**General Accounting:**

* Preparation of cash flow a/c on monthly basis.
* Voucher Entry, Ledger Posting (Purchases, Journal, Payment, Receipts, Cash, Imprest A/c) and Accounts Payable and Receivable.
* Preparation Cheque Payments of All Parts Sundry Creditors.
* Bank Reconciliation every 15th Days & Month End.
* Reconciliation of Party’s Account (Debtors/Creditors)
* Preparation of various MIS Report (Relating to Debtor/ creditor & other Financial Report)

**Sales Tax:**

* Preparation of Details for Tax Deposited.
* Preparation of Details for Tax Deposited.
* Preparation of Sale Tax Return and Details & Debit Note.
* Reconciliation of Purchase as per Books of Account and as per Return.etc.

**Income Tax:**

* Preparation of TDS Return & Filling of monthly TDS challan.
* Dealing with TDS matter, Filling of Challan Forms & Filling of TDS Return (24Q, 26Q, )

**M.R.CONSULTANCY (C.A Firm)** January’11 to February’13 (2.2year)

**About Firm--**M.R. CONSULTANCY is a Accounting, Taxation,& Financial Adviser Firm. It’s head office situated at Mayur vihar phase-2,Delhi-110092.

**Assistant Accountant**

**Job Profile**

* Recording Journal & Ledger entries
* Bank reconciliation statement, booking of revenue & expenditure in month end activities.
* Preparation of Cash book & Receipt & Payment on daily basis.
* Maintain of all installment due of Personal Account.
* Maintain Documents Related to Bank Deposits.
* Preparation of Voucher and maintain computerized & manual books.
* Entries of all Vouchers (Sale / Purchase / Journal / Cash).
* Collection Of Outstanding Payment From the agency & Clients.

**EDUCATIONAL CREDENTIALS**

* graduate-2007, Utkal University, Bhubaneswar ,Odisha.
* Intermediate-2004 CHSE, of odisha board
* 10th –2002 HSE, In odisha board

**SOFT SKILLS**

* Microsoft Office & Well versed with internet.
* Tally 7.2 ,ERP 9 from Evortex institute

**PERSONAL DOSSIER**

* **Father’s Name : Gandharba Bhoi**
* **Date of Birth : 05th feb 1987**
* **Sex : Male**
* **Religion : Hinduism**
* **Nationality : Indian**
* **Hobbies : Watching Movie**
* **Language Known : Oriya, Hindi & English**

**DECLARATION**

I hereby declare that all the information furnished by me is true to the best of my knowledge.

**PLACE:Noida (U.P) (Khetramohan Bhoi)**