**CURRICULUM VITAE**

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| **NAME:- YOGESH KUMAR** | **ADDRESS:– H. NO. 58, MAHARANAVIHAR,** |
| **DEPARTMENT:** – **ACCOUNTS** | **VIJAY NAGAR BAI PASS ROAD** |
| **MOB. NO:- 09891108510** | **GHAZIABAD, UP- 201009** |
| **08700213808** | **Email :-** [**yogesh0144@yahoo.com**](mailto:yogesh0144@yahoo.com)**,** |

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| **PRESENTEMPLOYMENT DETAIL** |

* **Presently working with CORDOVA PUBLICATIONS PVT LTD. Cordova Company a leading publications company working in the same field from last 10 years. The Company started his Business from Delhi now having its office in Sector 63, Noida.**

**Designation: Account Executive**

**JOB PROFILE**

* Maintaining ledger books of customer & supplier. Ensuring proper raising of Debit note/Credit note in the books.
* Handling Cash (cash vouchers, cash temp & petty cash) is properly managed & reporting daily basis send to manager.
* Reconciling creditors & debtors accounts monthly.
* Handling bank reconciliation & bank reconciliation reporting daily basis send to manager.
* Prepares payments by verifying documentation processing vendor payments as per the payment cycle by cheque & online bank transition.
* Handling of accounts receivable and accounts payable
* Checking of all Contractor’s Bill (checking calculation and ensure that bill is put with all compliance like PF & ESIC challan, ECR and other if applicable).
* Checking of Expenses and ensure that all the expenses is made as per company rules if any expenses is made without sanction or other than routine expenses put the same matter to management.
* Prepares Eway bill in case of outward, inward and Jobwork .
* Prepares of salary sheet & PF ESI (TIC) Ecr Sheet & Updating employee online PF KYC & withdrawal PF .
* Checking of Full & Final salary settlement of existing staff.
* Checking monthly salary statement paid to employees every month.
* Basic knowledge of Income tax & Preparation of Income Tax computation sheet.
* Handling & checking sale invoice , purchase invoice, jobwork invoice, all expenses.
* Vendor payment entries after deduction of applicable TDS rates if any.
* Knowledge of TDS (Tds deduct as per rule & monthly TDS Payment).
* Knowledge of GST ( GSTR 3B & GSTR1 Preparation in excel).
* Prepare Sales Tax case detail for assessment and annual return.
* **Organization: PRADEP & ASSOCIATES, Sector 10, Noida from Oct 14 to till 10 sep 16**

**A organization that Tax Advocate Firm.**

**Designation: Account Executive.**

**JOB PROFILE**

* Checking of all Purchase bill, Sale bill & Expenses of our Branches.
* Fund transfer to Branches as per requirement.
* Maintain all purchase, sale & Exp. In Tally.
* Maintain all party expenses in Tally.
* Maintain TDS Details which we deduct of our party, consultants & any other.
* Maintain day to day cash exp. in Tally.
* Maintain all Bank voucher & journal voucher in Tally & Bank reconciliation or all
* Maintain sundry debtor & creditor party reconciliation.
* Filling Sale Tax online & manual return & Filling.
* Prepare Sales Tax case detail for assessment.
* Finalized Accounts & Helps Auditors in Audit works.
* **OM JYOTI ENGG. ENTERPRISES Sec-10 Noida from to Aug 13 to Sep 14.**

**A sale & service centre for (KSB Pumps Ltd) submersible pumpset Designation: Account Executive.**

**JOB PROFILE**

* Making Sale Bill and maintain their records in Tally 9 software.
* Maintain all purchase, sale & Exp. Tally 9.
* Maintain sales tax return & filing.
* Maintain all Party ledgers in Tally 9.
* Prepare sale & purchase details for sale tax in M.S.Excel.
* Maintain the day to day staff & worker attendance register
* Preparation the manual salary staff & worker.
* Maintain all Bank voucher & journal voucher in Tally & Bank reconciliation.
* Maintain day to day cash book.

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| **PROFESSIONAL QUALIFICATION** |

* Tally ERP.9 Software from NCC Academy, Ghaziabad in 2013.
* Computer course A.D.C.A.(one year) from Kaushal Computer Institute, Ghaziabad in 2008.

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| **EDUCATIONAL QUALIFICATION** |

**B.Com**Vinayaka Mission University (Directorate of Distance Education Approved By DEC, IGNOU, New Delhi) in 2013

**Intermediate**

Intermediate Passed From U.P Board Allahabad in 2009

**High School**

High School Passed From U.P Board Allahabad in 2005.

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| **COMPUTER SKILLS** |

* Operating System : Windows XP, Windows 7,windows 8, window 10
* Microsoft Office : MS Office 2003, Office 2007
* Internet : E-Mail, Browsing, Surfing

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| **PERSONAL DETAILS** |

Date of Birth : 7th Sep.1990

Father’s Name : Ramkishan Singh

Marital Status & Gender : Married/Male

**Language :** English and Hindi

**Nationality**   **:** Indian

Declaration: -

I hereby declare that all the above information is true to the best of my knowledge and in case of any discrepancy I will be Responsible.

Date: - …………….. (Yogesh Kumar)