**RESUME**

**Krishan Kumar Address: H. No. 697, Chandralok Colony**

Mob: 9911212955 **Shahdara Delhi-110093**

Email: krishankumarca@gmail.com

### CAREER OBJECTIVE

To be gainfully employed in an organization of repute, leverage my knowledge and skills to realise my productive potential and provide maximum value to my organization and myself**.**

### TOTAL NUMBER OF WORK EXPERIENCE 5 YEAR +

* Current Organizational Experience in Visual Technologies India Pvt. Ltd., Noida Sector-63**,** Noida as Accounts Executive using Microsoft Navision Dynamics from July 2020 to till date.

**Previous Organizational Experience in Parkash Dye Chem, New Delhi as Accounts Executive using ERP Tally 9.0 from Apr 2017 to June 2020.**

* Monitoring preparation of statements including Trial Balance, P & L A/c, Client Outstanding, Account Receivable / Payable, General Ledger, Receivable Management on monthly as well as annual basis.
* Preparation of Various MIS.
* Accounts receivables / payables, Reconciliation/payment follow-up, issuance of Invoices / Debit / credit Notes.
* Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
* Maintaining banking functions, including Bank Reconciliation Statement,
* Cash Disbursement.
* Maintaining Voucher entries.
* Filling and maintaining GST returns.
* Filling and maintaining TDS return.
* Makes Receipt Notification (RN).

**Previous Organizational Experience in RaviRanjan & Associates Laxmi Nagar, New Delhi as Article Assistant using ERP Tally 9.0 from Feb 2014 to Mar 2017.**

**Job Responsibility at RaviRanjan & Associates**

* Having an extensive experience in processing, billing of rental commercial buildings and other all type of billing jobs etc.
* Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
* Maintaining banking functions, including Bank Reconciliation Statement, Cash Disbursement.
* Maintaining Voucher entries.
* Working knowledge of Service Tax.
* Filling and maintaining quarterly and annually Sale Tax returns.
* Filling and maintaining TDS return.

### KEY SKILL

Full knowledge of GST, Income Tax, Tally, and ERP Based Accounting Software, Microsoft Excel, MIS, Cash Management,

### EDUCATIONAL QUALIFICATIONS

* B.Com (Bachelor in Commerce) from Delhi University (SOL).
* 12th from CBSE, Delhi Board,
* 10th from CBSE, Delhi Board,

### PROFESSIONAL CERTIFICATES

* Diploma in Computer Accounting from ICAI Delhi.
* Diploma in Computer Fundamentals, MS Office and Internet under Information and Communication Technology (ICT) from ICAI

### COMPUTER LITERACY

* Competency in running Tally 7.2 and Tally 9.0. ERP
* BUSY accounting software.
* MS Office.
* Marg Accounting software

### STRENGTHS

* Quick learner.
* Good communication skill
* Good team player and team leader

### PERSONAL DETAILS

**Date of Birth : 03-Oct-1992**

**Father’s Name :**  Suraj Pal Singh

**Marital Status :**  Married

**Hobbies** : Reading Books

**Language known** : Hindi & English

Date:

Place:

**(Krishan Kumar)**BD14513_