**CURRICULUM VITAE**

**mohit kumar**

**PRESENT ADDRESS:-**

Vill- Chhalera Sec-44 Noida

Dist. -G.B Nagar (U.P.)

**Mob-09711853794**

**8851424449**

**E.mail:mrmkt89@gmail.com**

**Summary Highlights**

I am having about 9 years working experience in accounts related work with well known finance companies and firms.

**Carrier Objective.**

To be a successful professional by maintaining high standard of performance and growth oriented career in progressive organization. Where I can prove my skills, qualification, knowledge and help to the maximum extent in promoting business of the organization.

**Work experience**

(i) Present employer is **Deepika Travel pvt Ltd company of (Cozy Deepika group)** Part of **Turkmenistan** **airline** as an Accountant on Tally ERP 9 at N-1, BMC house midle circle Connaught place New Delhi from 1st March 2017 to till date.

* + Accounts Receivable and Payable
  + Vendor accounts Reconciliation day to day
  + Accounts report to Accounts Leader and Director day by day
  + Maintaining Cash Book, Bank Book, Ledgers, Vouchers etc

(ii) 3.8 years’ Experience in **Belair travel Cargo Pvt ltd** As an Accounts Executive on win yatra at B 10 scindia house Connaught Place NewDelhi from 1st June 2013 to25th feb 2017.

* + Billing and Invoice modify on win yatra software
  + Accounts Receivable and Payable
  + Vendor accounts Reconciliation day to day
  + Maintaining Cash Book, Bank Book, Ledgers, Vouchers etc
  + Bank Reconciliation Statements

(iii) One year Experience in **Trance Bharat Aviation pvt Ltd**as an Accounts Executive from 12th April 2012 to 24th May 2013at 8/15 Meharam Nagar New Delhi.

* Accounts Receivable and Payable
* Vendor accounts Reconciliation day to day
* Accounts/ Office Management
* Maintaining Cash Book, Bank Book, Ledgers, cash and bank Vouchers etc
* Bank Reconciliation Statements
* Preparation of Salary Sheets & Other related tasks
* TDS and GST Calculate.

(iv) 2 years Experience in **S. N. Masaldan & Co. (Chartered Accountant)** as an Executive Accounts from 25th March 2010 to 05th April 2012.

**MIS and Funds Management:**

* + Handling of Investments (Mutual Funds) calculation of Returns and reporting the Summarized Return.
  + Maintenance of Fixed Assets Registers.

**Accounts/ Office Management:**

* + Maintaining Cash Book, Bank Book, Ledgers, Vouchers etc
  + Bank Reconciliation Statements
  + Preparation Quarterly TDS Returns
  + Preparation of Balance Sheet Statements with computation sheet for
  + Billing & Collections, Bills Receivables& Bills Payables

**Academic Qualification**

* + M.Com Passed from C.C. S. University Meerut in 2013
  + B. Com. Passed from C.C. S. University Meerut in 2011
  + 12th Passed from U. P. Board, Allahabad) from Inter College, Baghpat with 2nd Div. In July 2006.
  + 10th Passed from U. P. Board, Allahabad) from Inter College, Baghpat with 2nd Div. in July 2004

**Computer LITERACY**

* + DCA Computer curses from H.E.C.Institute in Noida
  + Working on Operating Systems of Microsoft Windows 98/XP/Sever 2000.
  + Making the Accounting Structure in Tally ERP -9 (7.2.9.0,8.1), Busy 3.9
  + Making setup of inventory system in Tally for Manufacturer, Trader, etc.
  + Also Working on MS-Office.
  + **SAP (FICO)** curses from Sky InfoTech in Noida.

**PERSONAL DETAILS**

Father’s Name : Sh. Deshpal Singh

Date of Birth : 12thOct 1989

Languages Known : Hindi, English

Marital Status : Married

Hobbies : Visiting new place, listen to Music.

**Place**:

**Date:**  **(Mohit kumar)**