**CURRICULAM VITAE**

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**RAKESH MANDAL**

H. No-B-141, Sec-91  
Sehatpur Faridabad

Mobile no**: 9650756344/9821477327**

E-mail: - [mandalrakesh23@gmail.com](mailto:mandalrakesh23@gmail.com)

**CAREER OBJECTIVE:**

I want to be a part of an organization which can give me proper work culture and environment. I’ll also contribute my efforts to that organization.

**EDUCATION QUALIFICATION:**

* 10th passed from **CBSE Board** from A.M.P.S with 55% Marks in 2003.
* 12th Passed from **CBSE Board** from A.M.P.S with 68% Marks in Commerce (with **Math &Economics**) in 2005.
* B. Com(P) completed From Delhi University from Deshbandhu College as regular student with 55% Marks in 2008.

**PROFESSIONAL QUALIFICATION:**

* Completed **ICWA (INTER**) with 55% in 2010.

**COMPUTER SKILLS:**

* Proficient in MS Office (Word, Excel), Exposure to Tally ERP 9/Prime & Internet).
* Expertise in using the Pivot table, V- Lookup, H-lookup, Sum IF, Count IF, and other excel tools.

**SKILLS:**

* Sincere and dedicated
* Innovative and team worker.
* Good Communication, Presentation and Interpersonal Skills.

**JOB RESPONSIBILITY**

* All bills related to direct and indirect expenses are entered in our tally software after properly verifying the bill with our purchase order.
* In the case of Discrepancies found while verifying the bill with the P.O, then we raise the Debit note to the party.
* Ensure that all sales bills & bank entries are entered in our books to make reconciliation of bank and debtor.
* Make planning that there is sufficient balance in our bank account to make all the payment to parties which are lying in our bank reconciliation. if there is not sufficient balance then we make personally calls to the parties not to put payment in bank so that we can get rid of cheque bounce cases.
* Filing of MSME return after collecting the MSME certificate from the Vendor who falls under the MSME Act.
* Make Sure that TDS provision is applied on all the bills wherever required before making the payment of TDS payment to Govt body on 7th of the next month. However, in the case of March months this payment is made on or before 30th April.
* Preparation of TDS return in form no- 24Q and 26Q and filed it on every 31st of the end of Quarter. However, in the Case of March Months this return filed on or before 30 May.
* To file the correction statement if any demand is raised from the Traces…
* To check that all allowed input credit and output payable of GST taken in our books to make calculation of GST payment.
* Preparation of GST return in form GSTR-1 and GSTR-3B and filed it on or before 11th and 20th of the next month respectively.
* Making the reconciliation of Gstr2A with the books.
* Co-coordinating with the bank for Banking Related Transaction Like taking the FD rates from the bank for booking of Fixed Deposit.
* Visit to the Client for Cancellation Audit and Sales Audit.
* Assist in preparation of Balance Sheet, Cash Flow Statement and Various other report required by them.

**WORK EXPERIENCE**

* **Worked with the Millennium Automation and Systems limited as Accounts Executive from 1 Sep 2012 to 28 May 2016 which is located at Okhla Ph-2 New Delhi.**
* **Worked with Nestor Pharmaceuticals limited as Account**

**Executive From 01June 2016 to 17-08-2019.**

* **Currently Working with Kautilya Finance Investment Advisors LLP from 19-08-2019 to till date.**

**PERSONAL DETAILS:**

**Fathers Name** : Mr. Ramesh Mandal

**Date of Birth** : 27/09/1987

**Language Known** : Hindi, English

**Nationality :** Indian

**Marital Status :** Married

**Sex** : Male

**Permanent Add :** Same as Above

**Hobbies** : Playing Cricket & watching Movies

**Salary Expected : Negotiable**

## Current C.T.C : 3.20 Lac

# Notice period : Negotiable

**Declaration**

* **I declared that the above information is true of my knowledge.**

**Date:………….**

**Place………….**

**Post Applied for Accounting ,costing& finance**

**RAKESH MANDAL**