**Resume**

Address: **SANTOSH KUMAR**

S/O SRI RAJKUMAR LAL DAS

RZ 30A/339, WEST SAGARPUR

NEW DELHI 110046

Contact no**: 09891342599**

Email: santu0605@gmail.com

Santu041986@gmail.com

**SANTOSH KUMAR**

**CAREER OBJECTIVE**

To work in a challenging, result oriented position that can give me better opportunities to utilize my present capabilities and enhance my knowledge base for future betterment of the company and to grow with the organization. I believe in hard work.

**EDUCATOINAL QUALIFICATION**

* **DFA** (Diploma in finance and accounts) from **NIIT**
* ***MS word, MS power point, MS excel. Internet***
* ***Tally ERP 9, Ace.***
* ***Banking & Insurance.***
* ***Capital Market.***
* **B. Com A/C (Hon’s)**

LALIT NARAYAN MITHILA UNIVERSITY, DARBHANGA

* **I.Com (10+2)**

K. S. College, Darbhanga

**CAREER EXPERIENCE**

* **Currently** working as **Accountant** in **Arvee Enterprises**
* **CA FIRM ASHWNI GAUTAM & CO**, Feb-2019 to June-2020
* **Gandhi Glass House** from February 2014 to Jan-2019
* **OHMAX ACOUSTIC Pvt. Ltd**. as **Accountant** from June 2012 to January 2014

**Job Responsibilities**

* To prepare Purchase Order & Sale Order.
* To maintain Assessments Report.
* To Take care of **RG (Part)-1 & RG(Part)-II**.
* To prepare Cheque & Petty cash Book.
* To prepare Journal entries.
* To Maintain Purchase and Sale Entries in **Tally** & Register.
* Bank & Parties Reconciliation.
* To prepare Salary of Employee in Tally.
* To Prepare Annexure (B) & Annexure (A).
* To Prepare **TDS & Service Tax** in Tally and online filling.
* To Prepare Excise Duty in Tally and online filling.
* To Prepare Sales Tax in Tally and online filling.
* To Prepare **GST In Tally** And GST Return Online.
* To Prepare TDS Return And Filing.
* To Prepare Income Tax Return Online & Software Filing.

**PERSONAL DETAILS**

* Ambitious & Confident
* Honest, Hardworking & Sincere
* Ever ready to learn new things & ideas.
* Ability to work under pressure to meet deadlines.

**Father’s Name:** Sri Rajkumar Lal das

**Date of Birth:** 4th Feb, 1986

**Marital status:** Married

**Nationality:** Indian

**Hobbies:** Cricket

**Aim:** Good accountant (account and computer)

**Languages:** Hindi, English, (Read and write)

**Declaration**

*Give an opportunity to work in your esteemed organization, I assure you to render service to the best of my abilities for the overall success of the organization.*

**Date:** Santosh kumar

**Place (Signature)**