**CURRICULUM-VITAE**

**VISHAL KUMAR**

Contact Details:

431, Jatav Mohalla,

Tughlakabad Village

New Delhi – 110 044

Mob No. 9318406770, 8010726997

E-Mail: vishalkarn652@gmail.com

**CAREER OBJECTIVE**

Seeking a responsible & rewarding position where professional background skill ability terminations are considered valuable. To work for a reputed organization, I could serve it, with the best of my Skill and ability, and contribute for its growth and to acquire skill, which could make me, prosper in the future.

**APPLYING FOR:-**

* **Accountant**

**WORK EXPERIENCE:-**

* I have total 2 years of experience.
* Currently working with **ETASHA SOCIETY,** *Greater Khailash-2 (New Delhi)* as **Accounts Assistant.**

**(Working Period – July’2018 to till date).**

* I have worked with **Competent Software Pvt. Ltd**, Okhla Phase-1 (New Delhi) as **Data Entry Operator**

**(Working Period – Nov’2016 to Jun’2017)**

**Job Profile:-**

* + All Kinds of Entry in Tally
  + Creating Different kind of Ledger
  + Bank Reconciliation
  + Making Employee’s Salary
  + Making TDS & GST Data
  + Making Online/Offline Payment
  + Making Salary Slip
  + Coordinate with different centers
  + Participate/ conduct Accounts Meeting, & Review Meeting.
  + Make efforts for continuous improvement.
  + Amendments in plan as needed
* Visit on difference centers for checking accounts work
* Maintain Different Kind of data in MS. Excel & MS. Word.
* Making Cheque & Vouchers.
* Cash Handling, Document scanning, Mailing, Call Handling
  + Filling all types of Form Online/Offline
  + All Type of Bank Work.
  + Maintain different kind of register
  + Help in Internally Audit
  + Maintain ESIC and EPF data

**STRENGTHS-**

* Confidence
* Dedication
* Quality Assurance
* Organizing Power
* Leadership & Team Maker
* Decision Maker
* Communication Skills

**PROFESSIONAL CERTIFICATIONS AND TRAINING:-**

* I have completed **“Confidence in Accounting Taxation and Tally”** Course from ETASHA Society (NGO) New Delhi -110080.

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| --- | --- | --- | --- |
| **Course** | **Training Institution** | **Duration** | **Skills Learnt** |
| Confidence in Accounting Taxation & Tally | ETASHA Society | 4 Months | * Typing Skills * Tally * Basis of Accounting * Presenting our self * Time Management * Listing skills * Communication Skills * Social confidence building * Computer & Internet usage |
| Basic IT | Magic Bus | 3 Months | * Computer Skills * Personality Development * English Speaking |

**Education Qualifications:-**

* B.Com Passed from SOL, Delhi University in 2019
* 12th Passed from CBSE in 2016
* 10th Passed from CBSE in 2014

**Software Knowledge:-**

* Tally ERP.9
* MS-Office (Word, Excel, Power Point)
* Good Typing Speed
* Internet Surfing
* IRCTC
* Payment Gateway

**CTC Details:-**

* **Current CTC : Rs. 1.93 Lac / Annual**
* **Expected CTC : Negotiable**
* **Notice Period : Minimum 10 Days**

**Personal Details:-**

* **Date of Birth**  : 4th August’ 1998
* **Nationality** : Indian
* **Gender**  : Male
* **Marital Status**  : Unmarried
* **Father’s Name**  : Sh. Sudhir Lal Karn
* **Language Known** : Hindi, English
* **Hobbies** : Listening to Music, Internet Surfing, Bike Riding.

**(VISHAL KUMAR)**