**CURRICULUM VITAE**

**Amit Kumar**

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**Enterprising, Hardworking, Honest, Punctual, Team Player and Technically skilled Accountant** known for accuracy, attention to detail and timeless in managing disbursement functions for diverse-industry employers. Accounting career spans 10 years of experience in Service sectors industries and has included accountability for managing accounts, coordinating with auditor & invoice processing.

**Educational Qualification**

* C.A. Inter in 2012
* B.Com (P) From Delhi University in 2007 with 51% marks.
* Sr. Sec. High School from C.B.S.E Board, Delhi in 2004 with 60% marks.
* Higher Sec. School from C.B.S.E Board, Delhi in 2002 with 67% marks.

**Professional Experience**

* **May’ 2014 to onward**

Designation **Accountant**

Organization **National Knowledge Network (NKN) Project** **(contractual basis)**

(A Govt of India Project under National Information Center)

(Ministry of Communications & Information Technology)

Rolls & Responsibilities

* + - * Vendor Payment (Account Payable) as per 4way matching.
      * Maintain data and records of vendor payment and work orders.
      * Making Reports as per Management Requirement.
      * Prepare approvals, and note sheet as per requirement.
      * Prepare special project analyses report for the PICs, PMs and others.
      * Effectively communicate with Project Managers (PM) and Principals-in-Charge (PIC), regarding contract documents.
      * Coordinate with auditors for audit.
      * Preparing Budget and fund requirement

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* **One year and six months** (June 2010 to Aug 2011 Experience in Sanjay Aditya & Associates (CA firm), 56-B, Pocket-C Siddhartha extn. Maharani Bagh New Delhi.) As an audit assistant.

Work Profile including:

* Book keeping in Quick Book and tally.
* Assisting in audit & audit reports.(vouching, verification,)
* Assisting in Balance sheet finalization.
* MIS reporting etc.
* **Two years and Eight months** (Sep 2011 to April 2014) in 2 CA’s Firm (K.K. Mankeshwar & Co. and Sunil Kumar & Singh) as an audit assistant.

Work Profile including:

* Book keeping in Tally.
* Assisting in audit & audit reports (vouching, verification,).
* Internal Audit
* Stock Audit (physical verification)
* Bank reconciliation.
* Assisting in Balance sheet finalization.

**Computer knowledge**

Six month diploma course from Deepalaya Institute Kalkaji, New Delhi -19.

Efficiency in Computer: MS-Office (word, excel, power point), and internet research.

: Tally (7.2) & (9.0) and Quick book.

*Theoretical & Practical Knowledge* :Accountancy, Income Tax, Service Tax and GST.

**Personal Details**

* Date of birth : 16-05-1985
* Father’s Name : Shri Rattan Singh
* Mother’s Name : Smt. Kamlesh
* Language known : Hindi, English
* Marital status : Married
* Address : F-26, Aali Vihar, Sarita Vihar New Delhi-110076.
* Religious : Hindu
* Nationality : Indian.

If I’ll get an opportunity, I assure you that I will work to the best of my ability and strive hard to make a little difference.

**(Amit kumar)**