JONIS DAS

790/51, 3rd floor, Lekhu nagar, tri nagar, Delhi-110035

**Mob:** 08447588765

E-mail : **jonis.das89@gmail.com**

**JOB OBJECTIVE:**

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment to achieve an apex position in the organization.

**PROFESSIONAL SKILLS:**

* Book maintaining- maintain A/c payable and A/c receivable, daily basis A/c maintain, Sales/Purchase entry passing, Cash book maintain.
* Knowledge of GST, Reverse charge mechanism related issues.
* Bank reconciliation- reconcile cash book with bank pass book (bank statement).
* Cost record maintains- maintaining cost record of the company.
* Fee maintains- maintaining fee as per the client request.
* Sales Tax - computation of CST & VAT, filing online return.
* TDS, service tax - computation of tax, filing online return.
* Online prepare & issue e way bill
* Collect and issue C- form and F-form.
* Coordination in preparing Financial reports, coordination in financial audit.
* Monthly, yearly budget preparation and compare with actual.

**Software knowledge**

* Tally 9.ERP, MS office- knowledge of MS Excel and MS Word, MS Outlook.

Busy.

**EXPERIENCE:**

* Curently working with **IMPERIA INTERNATIONAL PVT LTD (ENTERPRISES OF ATLAS GROUP)** as Account Executive.
* Department: Accounts

Responsibilities

* **Maintain cost record related to products in excel sheet.**
* **Work on GST related issues, and reverse charge mechanism**
* **Coordination in monthly budget compare with actual .**
* Book maintain- A/c payable, A/c receivable
* Reconcile the bank statement with company cash record
* Prepare document related for **international transaction.**
* Filing online **15CA** and download., TDS tax payment & file return , download Form 16 and form 16A
* Two year and eight month experience (from 1/4/2014 to 31/12/2016) with**Krissol.pvt.ltd**as aan Accountant.
* Deparment:Accounts

Responsibilities:

* Maintaining account on daily basis as per the accounting rules.
* Providing report regarding work to the management on daily and monthly basis
* Reconcile the bank statement with company cash record.
* Filing online **dvat16** and **form1** return.
* Monthly basis calculations of **VAT** and **CST**.
* Prepare sale and purchase order.
* Prepare sales and purchase and vat details.
* Regular cash management.
* Providing assistance to manager regarding issues such as Balance sheet finalization, mismatch of account transactions.
* TDS calculation and prepare challan.
* Collect and issue **C Form** and **F form**.
* Online prepare and issue form of goods movement etc.
* Thirteen month and fifteen days experience (from 15/2/2013 to 31/3/2014) with **Nayak sah mittal &co.(chartered firm)** as an assistant accountant

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Responsibilities:

* Maintaining books of our clients.
* Computation income tax as per the client nature.
* Sale tax calculation and filing online returns.
* TDS return filling.
* Service tax calculation and filing online return.
* Bank reconciliation.
* Provide assistance in balance sheet finalization etc
* Six month experiencnce with Sanjay Garg & Associate(cost accountant) as Trainee

Responsibilities:

* Cost record maintaing of different companies
* Maintaining accounts of our clients
* Filing sales tax return and calculate
* Prepare Reconciliation statement (cost)

**Main project**

* Cost record maintaining of BSNL(Connught palace),
* Accounts maintaining of Himalaya public school, rohini.

**QUALIFICATION:**

* 10th passed from C.B.S.E in 2004 (Delhi)
* 12th passed from C.B.S.E in 2007(Delhi)
* B.com from delhi university (sol)(2012)

**PROFESSIONAL QUALIFICATION:**

* CMA(PURSUING 3RD GROUP/LAST)

**PERSONAL PROFILE:**

Father’ Name:……………………………….Bijay Kumar Das

Date of Birth:………………………………...20-04-1989

Sex:…………………………………………...Male

Martial Status:………………………………Unmarried

Religion:……………………………………..Hindu

Nationality:…………………………………..Indian

Hobbies:………………………………………Playing cricket, Chess, Reading

Languages known:…………………………...English, Hindi and Oriya

DATE:

PLACE: Delhi Jonis Das