**CURRICULUM VITAE**

**NAVIN KUMAR Mob:** 8800146351

**E-Mail ID:** [navin1990.2010@gmail.com](mailto:navin1990.2010@gmail.com)

# OBJECTIVE:-

To congregate my business skills and develop a strategic approach within an organization that can

Offer me a challenging opportunity to excel in the given task through hard work and dedication.

# PERSONAL ATTRIBUTES:-

* Sound knowledge and familiarity with Accounting concepts and methodologies.
* A self-starter with the ability to work with minimal direction.
* A highly motivated person with a “can-do attitude”.
* Excellent verbal and written/documentation communication skills.
* A quick learner with the ability to adjust in any Situations.
* Excellent Ability to understand organization needs and manage expectations.

# WORK EXPERIENCE:-

* Working in **Sysnet Global Technologies Pvt. Ltd.** as an Accounts Executive from May, 2018 to till now in New Delhi.
* Worked in **Vijay Cotswin Pvt. Ltd.** as an Accountant from February, 2015 to 16 April, 2018 in New Delhi.
* Worked in **Anik K. Singh & Associats** as an Assistant Accountant from July, 2014 to January, 2015 in Delhi.

# JOB PROFILE:-

* GST Computation, Reconciliation & GST Return Filing.
* Preparation of E-Way Bills.
* Internal Audit and Stock Audits.
* Income Tax Returns and TDS/TCS Returns e-filing.
* Bank, Cash, Payable, Receivable and Party Reconciliation.
* Coordinate with customers over phone and e-mails.
* Paper Filling, Letter Drafting, Courier handling.
* Maintain Personal Files and Folder.
* Book keeping in Tally ERP9.
* Salary & Wages Works.

# ACADEMIC QUALIFICATION:-

* + M.Com. from Nalanda Open University, Patna Bihar. (2017).
  + B.Com.(H) from Magadh University Bodh Gaya Bihar.(2011)
  + 12th from College Of Commerce, Patna, Bihar (2008).
  + 10th from J. M. High School Kamtaul Darbhanga, Bihar (2006).

# KNOWLEDGE OF COMPUTER:-

* + Diploma in Computer Application.(windows, M.S.Office)
  + Diploma in Financial Accounting (Tally ERP9).
  + Knowledge of ERP Package.
  + Typing-English & Hindi.
  + Knowledge of Internet.

# HOBBIES & INTEREST:-

* + To spend my extra time with my friends.

# PERSONAL PROFILE:-

* Father’s Name : Sunil Singh
* Date of Birth : 25/08/1990.
* Sex : Male
* Nationality : Indian
* Marital Status : Bachelor
* Languages Known : Hindi, English & Mathli
* Present Address : D -371, Ground Floor, Ganesh nagar pandav Nagar Complex

School Marg, New Delhi, 110015.

* Permanent Address : Vill.- Madhpur, P.O.- Bardaha, P.S.- Patona, Distt - Madhubani,

Bihar,847304.

# DECLARATION:-

That the statements made above are true and correct to the best of my knowledge I do hereby declare and belief.

Thanking you & regards

# NAVIN KUMAR