

# Senior Associate

Rohit Kumar

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## Objective:

Seeking a position as an Accountant where my experience and accounting skills will be further developed and utilized.

## Education Qualifications:

- MBA In Finance From GGSIP University
- B.Com(P) From Kirori Mal College Delhi University
- 12th From CBSE Board
- 10th From CBSE Board

## Technical Skills:

- MS office (MS Word, MS Excel)
- Experienced in working on Busy & Tally Software
- Knowledge of GST Return file GSTR-1, GSTR-3B
- Knowledge of TDS Calculation on Salary, Rent, Contract & Profession

## Key Skills:

- Working with Speed & Accuracy.
- Always Willing to learn.
- Hardworking with honesty

## Professional Experience:

Presently Working in “**MANKIND PHARMA LTD**” as Senior Associate from 01-11-2019 to till now.

### Job Profile:

SENIOR ASSOCIATE (Accounts Expense & Payable department)

### Roles and Responsibilities:

- Proper Checking all kind of bills
- Weekly Prepare Accounts Payable sheet
- Monthly & weekly given Accounts Payable Report

- Maintaining Account Payable filling
- All query solved on mail related for payments
- Handling all calls from field staff for payments regarding

### **Previous Experience: -**

Working with “**SARGAM INDIA ELECTRONICS PVT LTD**” as a TEAM MEMBER (ACCOUNTS DEPARTMENT) from December 2017 to October 2019.

#### **Job Profile:**

ACCOUNT ASSOCIATE (Accounts department)

#### **Roles and Responsibilities:**

- Maintenance of Invoice filling & petty cash book
- Bank Reconciliation Statements
- Party Reconciliation Statements
- Cash Handling
- Account Receivable
- Account Payable
- Maintaining of all accounts related works in the stores and head office.
- TDS Documents Filling
- E-Way Bill for invoice
- GST data correct in books for Return Filling
- Making all kind of vouchers and entering them in Tally & Busy
- Checking and entering purchase bills, sales bills, journal and expenses voucher.

### **Personal Details**

Father Name: Mr.Rajender Kumar

Date of birth: August 08<sup>th</sup> 1993

Nationality: Indian

Marital status: Married

Languages Known: English, Hindi

Hobbies: Travelling , watching Movie , Listen Song

Address: H.no 478,Block C-7,Sultan Puri, New Delhi 110086

### **DECLARATION**

I hereby declare that above information is true to the best of my knowledge.

(ROHIT KUMAR)

