PANKAJ KUMAR

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## ACCOUNTS & FINANCE PROFESSIONAL

## Experience in all aspects of accounting, Taxation, MIS, GST

* Dynamic & committed professional with a **career spanning over 14 years**. Proven expertise in streamlining the accounting domain with focus on authenticity and accuracy.
* Hands on experience in preparing various MIS Reports, Statutory Compliance and Finalization of Balance Sheet, Profit & Loss Account within time bound schedules.
* Expertise in formulating and implementing the **Finance & Accounting Policies/ Procedures & Statutory enactments** with the ability to relate theory with practice.
* Consummate professional equipped strong knowledge of **Indian Accounting Standards, Service Tax, TDS, VAT & Related Acts.**
* Proficient in the use of computers with expertise in **Windows, Ms-Office, Ms-Excel, MS-Access & Internet and expertise in Tally ERP, AXAPTA.**
* To become a highly contributive member of the organization, by contributing, not only in terms of performance, but also with new concepts and ideas. Areas of strength include.

**EMPLOYMENT EXPERIENCE**

* Currently working with STERLING AGRO INDUSTRIES LTD Manufacture of Dairy Products Brand Name is **( NOVA Dairy Item )** 11th floor Netaji Subhash Plase New Delhi-110034 as a Sr. Accountant. 2018to Cont.
* Six Year working in Comparex India Pvt. Ltd A – 301 UdyogVihar Phase – II Gurgaon as a Sr. Finance Exc.( 2012 to 2018.)
* One year working with Vijayatej Hospitality Pvt. Ltd P & M Mall Patliputra Patna as a Sr. Accountant ( 2011 to 2012 )
* Three years working With  **M/s SC Johnson Priducts Pvt. Ltd**  it is a part of SC Johnson Family Company at M – 69 M Block Market Greater Kailash New delhi - 110048 working as a ACCOUNTANT. FROM (2008 to 2011)
* Three year working with **M/s MAHARANI OF INDIA** . It is also high fashion govt. recognized export house at C – 154 MayapuriPh- II Indl . Area. New Delhi – 110064 working as a Account Cum Cashier. From (2005 TO 2008 )

## NOTABLE ACCOMPLISHMENTS

#### *STERLING AGRO INDUSTRIES LTD (GROUP)*

**Accounts & Finance:**

* Supervision of books of accounts, Preparation & Finalisation of Balance Sheet & Profit & Loss account with Statutory Auditors of company.
* Verification of supplier’s payments & its release on the basis of fund flow. Follow up of Buyers Payment.
* Monthly finalization of books with necessary provision.
* Checking Data maintaining and scrutiny books of accounts viz, journal, ledger, cash / Bank book and subsidiaries in compliance with time & accuracy norms.
* Preparation of various analysis presentations for periodical reports to management.
* Controlling over creditors/ debtors through overdue or ageing-wise analysis.

***Indirect Tax & Auditing:***

* Statutory & Taxation work right from analytical review. Handling all statutory compliance with Income Tax, Service Tax, VAT Department.
* Looking after TDS deductions and its timely payments, also looking after tax calculation and subsequent tax deductions of the employees. E-TDS quarterly return along with issue of certificates.
* Interacting with Auditors for Finalisation, Consolidations & Preparation of Annual Accounts

**WORK PROFILE INCLUDES**:-***:***

* INVOICE PROCESSING & AND HANDLE ALL PAYABLE & RECEIVABLE WORK.
* MAINTAINING ACCOUNTS IN TALLY ALL PURCHASE, SALES, CASH, BANK ENTRIES ETC AND MANUALLY ALSO
* MAKING BILLS IN TALLY & MANUALLY ALSO

* FIXED ASSETS REGISTER MAINTAINANCE AS PER COMPANY ACT.
* MAINTAINING BANKING TRANSACTION ( BANK REGISTER )
* SERVICE TAX, TDS , VAT, GST UP TO GSTR-9 Annual Return
* MAINTAINING PETTY CASH BOOK ( CASH VOUCHERS ETC )
* HANDLING CASH & CHEQUE TRANSACTION
* LIASIONING WITH BANK
* HANDLING SUNDRY DEBTORS AND COLLECTING PAYMENT.
* ALL VOUCHER ENTRY & PASS ALL JOURNAL ENTRIES.
* AUDIT CASH AND EXPENSES VOUCHER.
* FIXED ASSET REGISTER MAINAINANCE.
* MIS REPORT.
* ISSUE DEBIT & CREDIT NOTE..
* BALANCE SHEET FINALAISION. P & L A/C.
* ACCOUNTING IN IDS SOFTWARE & TALLY SOFTWARE.
* CHECK BILL WITH CONTRACT RATE AND FINAL FOR PAYMENT.

* MAKING OUTSTANDING LIST OF CREDITORS & DEBTORS WITH AGEINGWISE.
* BANK RE-CONCILIATION , DEBTOR & CREDITOR LEDGER RE-CONCILIATION STATEMENT.

## IT SKILLS

* MS WORD , EXCEL TALLY 6.3 , 7.2 , 9.0 ,BUSY , INTERNET , ERP, IDS Software, AXAPTA, SAP AACCOUNT PAYABLE MODUL*.*

**ACADEMIC CREDENTIALS**

* *10th (Pass) from C.B.S.E. With 55%*
* *12th (Pass) from C.B.S.E. With 80%*
* *B.Com (Pass) from with 70%DRML University in 2010.*

**PERSONAL DETAILS**

*Date of Birth : 12th May 1986*

##### Father’s Name : Sh. Harish Singh

*Address : House No.D-552, Street No.17, Inder Enclve,*

*Delhi-110 086.*

Present Salary : RS.6,80,000/- Lakh P.A.+ Perks

Expected Salary : As per Industry norms

# Place : New Delhi

# Dated : Pankaj kumar