

MANOJ KUMAR

RZF-905, Netaji Subhash Marg,
Raj Nagar Part II, Palam Colony,
New Delhi – 110077, (Near SBI Bank Dwarka sector-8)

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OBJECTIVE

- Work for the Organization by applying my work experience & knowledge in a highly competitive environment with the best of my endeavor.
- Contribution towards the achievement of organizational goal through a leadership role with strong analytical and adaptability abilities simultaneously updating my knowledge & skills.

PROFILE SUMMARY:-

Manoj Kumar, B.Com, 8.06 Yr. Entrepreneurial Experience.

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|-------------------------------------------------------------------------|------------|
| • Currently Working with City Promoter & Buildwell Pvt. Ltd. | (2.4 Year) |
| • Worked with Thomas Global Logistics Pvt. Ltd. | (4.2 Year) |
| • Worked with CA Pankaj Krishn & Associates (Trainee) | (2 Year) |

CAREER HIGHLIGHTS

City Promoter & Buildwell Pvt. Ltd.

Location : New Delhi (Aug 2019 to till date)

Senior Accountant in Finance & Accounts.

Key Responsibilities :

- Branch Accounting (for Assam, Gurgaon, Punjab, Bathinda & Alwar) & Head Office Accounting
- Prepare the TDS Return, Sound Knowledge about TDS
- GST Return Filing (GSTR 3B, GSTR 1/2 etc. Analysis & Implementation.)
- Analysis & Finalizing of Profit & Loss A/c & Balance Sheet
- MIS Reporting: - Monthly Expense Chart, Work Done Chart, Site Expense Details. Building Material Details & Monthly Compliance Chart as per the management requirement Etc.
- Prepare the Individual Income Tax Return of Employees and Employer.
- Statutory Payments (GST, TDS, EPF & ESI), Vender's Payments & Labour Payments
- Tender Filling, Enlistment in Different Govt. Bodies.
- Bank Guarantee & FDR work as per MES Tender Documents.
- Balance Sheet & Profit & Loss preparation for half yearly and yearly as per the management requirement. (Provisional & Projected Balance Sheet)
- Prepare reconciliation statement of vender's & Labour Payment.

CAREER HIGHLIGHTS

Thomas Global Logistics Pvt. Ltd.

Location : New Delhi (April 2015 to June 2019)

Accountant

Key Responsibilities :

- Daily Accounting (Sale, Purchase, Expense Invoice Booking and Reconciliation)
- Maintain Bank Reconciliation Statement and Reconciliation of Debtor and Creditor.
- Remittances(15CA/15CB) to international parties on monthly basis & NEFT/RTGS payment to local vendors
- Income Tax Return of Employees as well as Employer
- Daily Cash Book Matching & Daily reporting.
- TDS/GST/Service Tax Sheet prepare and deposit of Tax payment.
- Audit, balance sheet prepare, service tax case.
- Branch Accounting (Chennai)

CAREER HIGHLIGHTS

Pankaj Krishn & Associates

Location : New Delhi (April 2013 to March 2015)

Accounts Executive, Audit, Income Tax.

Key Responsibilities :

- Maintain day to day books of account in Tally.
- Maintain journal Entry sale, Purchase & Expense invoice.
- Maintain bank reconciliation statement and reconciliation of Debtor and Creditor.
- Calculation/Preparation of Monthly TDS (Tax Deduction at source)
- E-Filing of Income Tax Return.

Educational Credential

- 10th passed from C.B.S.E. in 2009 with 62%
- 10+2 passed from C.B.S.E. in 2011 with 65%
- Tally from Private Institute in 2011
- B.com From Delhi university in 2015 with 52%
- Certificate of Information Technology from IGNOU in 2016 with 73%
- Pursuing M.B.A from Swami Vivekananda Subharti University (Meerut) in Finance & HR

Skill Knowledge:

- Typing Speed: (50-60) WPM (English)
- Working Knowledge of Tally 9.0 & Tally Prime
- Working Knowledge of MS-Office, MS-Excel, Internet Operation, E-mail handling & Compu-office online software.
- Working Knowledge of Busy Software.

Salary expected : As per Market Scenario**Strength**

- Fast Learner & committed to deadline and schedule.
- Dedication & willingness to learn & commitment to the quality of work.
- Goal oriented and ability to work under pressure.
- Ability to build good relationship with customers.

Interests & Hobbes:

- Playing & Watching Cricket
- Driving and listening Music.

Personal Detail:

Father Name : Sh. Rajender Kumar
Mother Name : Smt. Santra Devi
Marital Status : Married
Linguistic Abilities : Hindi & English
Nationality : Indian
Date of Birth : 16th October 1992

DECLARATION

I hereby declare that the above details are true to the best of my knowledge and that I'll do my best for the good of the organization.

Date:

Place : New Delhi