



**Pinto Kumar Shah**

**Contact No: - 97116 -56442**

**Total Experience 10+Years**

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## **CURRICULUM VITAE**

**Address: -G-61, Street No -6 Sashtri Nagar, Faridabad Haryana - 121003**  
**Near Badarpur Metro Station, New Delhi**

### **Career Objectives**

I am a qualified Accountant/Accounts Executive with 10+ Years' experience of working in fast paced accountancy environments. I am personable and confident face to face with Team and Management and have ability to solve problems independently. I am looking for an on-site position in a Large to small companies.

### **Key Skills**

- ❖ Ability to manage multiple tasks simultaneously.
- ❖ A pro-Active approach to your work
- ❖ Capability to working under organization pressure to achieve of target.
- ❖ Excellent Coordination and communication skills to establish a peaceful environment.
- ❖ Having a mathematical mind with good analytical skills.
- ❖ Positive and Effective Perception and Attitudes.

### **Academic Qualifications**

- ❖ Successfully Accomplished a **Bachelor's Degree in Commerce {B.COM}**.
- ❖ Successfully Accomplished **Post Graduate Diploma In International Business Finance**.
- ❖ Successfully Accomplished **Master Degree in Commerce {M.COM}**.
- ❖ Professional Efficiency in Import-Export Procedures and Documentation.
- ❖ Professional Efficiency in Microsoft Navision and Busy Accounting Software.
- ❖ Professional Efficiency of **Tally and Taxation**.
- ❖ Professional Efficiency in **Advanced Excel**.
- ❖ Professional Efficiency in Computerized Application Systems such as ERP, MS- Word, Excel, e-mail etc.

## Previous Companies Details

➤ (1) Bulklogix Shipping Pvt. Ltd

➤ Period from April, 2022 – Till Date (Presently Working)

➤ Position :- Senior- Accounts Executive with Below Work Profiles

- Day To Day accountings of Sales, Purchases, Expenditures bills.
- Banking transactions like NEFT, RTGS, Cash withdrawal, banking entries and bank reconciliation timely.
- Expenses vouchers verification and preparation and recording in books on daily basis.
- Preparation of monthly GST & TDS Challans. Data Entry into in books and preparation of GST & TDS Return and online submission timely as per time line.
- Overall GST work end to end and liaison with CA and ensure GST & TDS compliances, reconciliation of purchases & GSTR-2B accurately.
- Following -up with clients for payments and monthly reconciliation of clients' ledger accounts.
- Vendors bills verification, reconciliation and payment process timely as per terms and conditions.
- Preparation of MIS Reporting.
- Coordination with CA regarding Tax Compliances and Finalizing of Final accounts

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➤ (2) Belita Design Solutions Pvt.Ltd. –Bhikaji Cama Place, South Delhi

➤ Period from April, 2019 – Nov, 2021 (Approximately 3 Years)

➤ Position: - Accountant with Below Work Profile

- Handling of All Accounts related works independently.
  - All accounts and Statutory records as per GAAP & Indian Accounting Standards.
  - Compiling, Analyze, and reporting financial data Reinforce financial data confidentiality and comply with financial policies and regulations.
  - Ensure the Compliance, Documentation, Computation and online returns for TCS (Tax Collected at Source, TDS (Tax Deducted at Source and GST (Goods and Service Tax).
  - Handling of Trade Payables and Trade Receivables on monthly basis.
  - Reconciliation of Accounts Payable and Accounts Receivable.
  - Day to Day escalations relating to payment and follow-ups with Debtors Ageing Analysis.
  - Coordination with clients relating to Bills and purchase orders.
  - Handling vendors payments on regular basis during the month.
  - Banking transactions and its timely BRS.
  - Preparation and Process of Payroll.
  - Advance Excel, MIS & Various reports as per requirement of the management or other segments of the company.
  - Coordination with CA regarding Tax Compliances and Year-End Finalizing of Final accounts.
  - **Proficient Knowledge and Experiences in Excel, Tally, GST,TDS & Income Tax.**
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➤ (3) EHF Learning Media Pvt.Ltd. –Bhikaji Cama Place, New Delhi

➤ Period from Sept, 2016 – April, 2019

(Approximately 3 Years)

➤ Position:- Accountant with Below Work Profiles

- Day to Day Task Assigned from the Management.
- Advance Excel with Tally ERP 9.
- Made entries of purchases and revenue expenditures bills
- Generating of Sales Tax Invoices along with E-Way bills.
- Accounts Receivable (AR)
- Accounts Payable (AP)
- Customers and Suppliers Ledger reconciliation.
- Performing of all type of banks related works.
- All banks reconciliation timely.
- Ensure the Compliance, Documentation, Computation and online returns for TCS (Tax Collected at Source, TDS (Tax Deducted at Source and GST (Goods and Service Tax)
- MIS Reporting as per Management requirements
- Resolve accounting discrepancies
- Coordinating with CA Office Day to day as per requirement to smooth functioning of all accounts and taxation properly and accurately.

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➤ (4) Unit83, Advertising Agency. – Nehru Place South Delhi

➤ Period from 2011 – Sept, 2016

(Approximately 5 Years)

➤ Position :- Assistance Accountant

➤ Same Work Profile as mentioned above.

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## **Declaration**

Respected Sir,

My Strength Lies In My Devotion to Work. I Believe In The Gospel of '**Service Before Self**'. My Previous Employers are Fully Satisfied With My Work Maturity , Sincerity And Performance. **I am Declaring That Above Details True And Correct As Per My Best Knowledge & Beliefs.**

Thanks.

Place: Delhi

Date: .....