

Dinesh Yadav

Gurgaon, Haryana

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Willing to relocate to: Manesar, Haryana - Mahipalpur, Delhi - Gurgaon, Haryana

Work Experience

Accountant

Metalex office system pvt Ltd - Gurgaon, Haryana

January 2021 to Present

Job Responsibilities:

- ❖ Banking & Finance: - Checking Bank Reconciliation Statement for reconciling Bank & Cash involving active co-ordinate with bank authority on daily basis. Prepare bank reconciliation Statement on end of every month. RTGS, NEFT, DD, Interest Statement etc.
- ❖ Routine Work: - Payment of Debtors & Creditors, Issued Debit & Credit Note, and Payment release as per terms & Conditions specified.
- ❖ Handling day to day accounting work like sale, purchase, journal & also maintain ledger, maintain proper filling systems, analysis of various overhead of accounts, age wise analysis of debtors & creditors.
- ❖ Reconciliation of Creditors & Debtors, credit recovery for debtors.
- ❖ Issue of Invoicing to customer as per terms specified.
- ❖ Handling HR related activities like Staff Salary Prepare, Maintain Staff Advance & expenses related to conveyance & travelling, Housekeeping, Administration work.
- ❖ MIS work & MIS Reports: - Handling Monthly MIS report
- ❖ Prepare Invoice bills (sales/job work/export)
- ❖ E way bill generate in system
- ❖ GST work (Output & Input) monthly.
- ❖ TDS work monthly

PROFESSIONAL EXPERIENCE:

Accountant

M/s JAP APPARELS PVT LTD

September 2018 to November 2020

Job Responsibilities:

- ❖ Banking & Finance: - Checking Bank Reconciliation Statement for reconciling Bank & Cash involving active co-ordinate with bank authority on daily basis. Prepare bank reconciliation Statement on end of every month. RTGS, NEFT, DD, Interest Statement etc.
- ❖ Routine Work: - Payment of Debtors & Creditors, Issued Debit & Credit Note, and Payment release as per terms & Conditions specified.
- ❖ Handling day to day accounting work like sale, purchase, journal & also maintain ledger, maintain proper filling systems, analysis of various overhead of accounts, age wise analysis of debtors & creditors.
- ❖ Reconciliation of Creditors & Debtors, credit recovery for debtors.
- ❖ Issue of Invoicing to customer as per terms specified.

- ❖ Handling HR related activities like Staff Salary Prepare, Maintain Staff Advance & expenses related to conveyance & travelling, Housekeeping, Administration work.
 - ❖ MIS work & MIS Reports: - Handling Monthly MIS report
 - ❖ Prepare Invoice bills (sales/job work/export)
 - ❖ E way bill generate in system
 - ❖ GST work (Output & Input) monthly.
 - ❖ TDS work monthly
- INVENTORY STOCK-

- ❖ Stock management in Shopper ERP 9
- ❖ Production Manage / Stock outward /Stock inward / online sales / proper manage balance Stock

Senior Accountant

Tulsidas Khimji Pvt.Ltd - Pune, Maharashtra
December 2012 to December 2017

Job Responsibilities:

- ❖ Banking & Finance: - Checking Bank Reconciliation Statement for reconciling Bank & Cash involving active co-ordinate with bank authority on daily basis. Prepare bank reconciliation Statement on end of every month. RTGS, NEFT, DD, Interest Statement etc.
- ❖ Routine Work: - Supervise Payment of Debtors & Creditors, Issued Debit & Credit Note, and Payment release as per terms & Conditions specified.
- ❖ Handling day to day accounting work like sale, purchase, journal & also maintain ledger, maintain proper filling systems, analysis of various overhead of accounts, age wise analysis of debtors & creditors.
- ❖ Reconciliation of Creditors & Debtors, credit recovery for debtors.
- ❖ Issue of Invoicing to customer as per terms specified.
- ❖ Handling HR related activities like Staff Salary Prepare, Maintain Staff Advance & expenses related to conveyance & travelling, Housekeeping, Administration work.
- ❖ MIS work & MIS Reports: - Handling Monthly MIS report (DTD/CSR/BANK/SALES/PURCHASE/EXP, department wise exp. Details).

Accountant

M/s ASSOCIATED CARGO MOVERS & PACKERS PVT.LTD - Pune, Maharashtra
March 2008 to February 2012

Key Accountabilities

- ❖ Providing taxation and financial support to various departments like purchase, execution & estimation.
- ❖ Income tax calculation & return filling.
- ❖ Knowledge of ROC work.
- ❖ Preparing financial statement like P & L A/c, Cash/Fund Flow Statement, B/Sheet.
- ❖ Handling Cash & Bank fund management with regular co-ordinate with management. Prepare accounting & financial report as per requirement.
- ❖ Competent with maintain books of Account in Tally, prepare invoice summary, bank, vendor Statement.
- ❖ Reconcile of Bank, Debtors & Creditors on regular/monthly basis.

staff related expenses

M/s Om Logistics Ltd - Pune, Maharashtra
March 2006 to March 2008

Pune (05.03.2006 to 08.03.2008)

A Logistics & transportation work in Asia Pacific & All over India known as difference name like OMX, Om Air Cargo, Om Auto Carrier.

- Branch ACCOUNTANT

Job Responsibilities:

- ❖ Maintaining books & controlling all accounting transactions.
- ❖ Handling the operations of general accounting like accounts payable which include bill checking, bank/cash payments according to vendor payment terms & clear pending PDA & bill payment.
- ❖ Preparing Bank/Vendor/ledger/Stock reconcile on Daily/Monthly Basis. And also prepare branch A/c report and sent to Head office on daily basis. Also verify Paid/To-pay & FOD Collection.
- ❖ Dealing with Employees and helping liaison works, staff monthly expenses related to conveyance, travelling, staff attendance register.
- ❖ Checking & clear of missing MR and Co-Ordinate with operation team to clear the LHM/PDA Payment & M.R Collection.
- ❖ Prepare MIS report like Monthly Branch Exp, Stock Report and Material Incoming & Outgoing report.
- ❖ To be Proper Co-ordinate with Quarterly/Yearly audit team.

PACKAGES FAMILIAR

- > Window XP, Ms Word, Excel, Internet, E-Mail etc. Tally.

Education

Bachelor's

Skills / IT Skills

- Accounting
- Tally
- Tax experience
- Communication skills