

# **RESUME**

**PARVEEN**  
**KUMAR**

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## ❖ **OBJECTIVE**

- I am seeking a position of accountant in a reputed organization to operate my educational qualifications, analytical skills and book keeping for common development and success.

## ❖ **EDUCATION**

M. COM (IGNOU)	YEAR : 2019	60%
B.COM (DU)	YEAR : 2017	70%
12 <sup>TH</sup> (CBSE BOARD)	YEAR : 2014	70%
10 <sup>TH</sup> (CBSE BOARD)	YEAR : 2012	74%

## ❖ **SKILLS**

- MS Office (Excel, Word, Power Point , Outlook)
- Tally ERP9, Tally Prime
- Very much able to learn new software's in quick time.
- Can handle the entire project including planning, estimation & execution

## ❖ **JOB EXPERIENCE**

- **1 Year as a Customer care executive in Om innovation Pvt. Ltd.**
  - Inbound calling process (Handling all customers and recording their complaint and forward to the technical department).
  
- **2.2 Year As Accounts + Operation Executive in US FREIGHT EXPRESS PVT LTD (Feb 2020 to Apr-2022)**
  - Generation of Debtors sales invoices (Ocean freight invoices, Air freight invoices, custom clearance invoices all shipments).
  - Mail invoices and courier all invoices to debtors.
  - Account payable (Purchase entry of vendors).
  - Petty Cash handling.
  - Cheque handling (Deposit , Issue , DD )
  - Gstr-1 Preparations with senior.
  - Gstr-2A/ 2B reconciliations.
  - TDS preparations.
  - Maintain Document filing work.
  - Foreign outward remittances (foreign agent).
  - Bank reconciliation.
  
- **Currently working in sash group (Sash Refkart solution Pvt. Ltd.) (June-2022 to till dated)**
  - Generation of Debtors sales invoices (Ocean freight invoices, Air freight invoices, custom clearance invoices all shipments).
  - E-mail all invoices and courier all invoices to debtors.
  - Bank reconciliation.
  - Account payable (Purchase entry of all vendors and payment according credit period and payment).
  - Account Receivable (Follow-up with Debtors for payment over call and e-mail and checking Due and overdue dates)
  - Foreign remittances (outward) all documents preparations (A2 form , Bank Declaration, 15CA filling on income tax site)
  - MIS reporting (Monthly / Quarterly / Annually)
  - Debtors & Creditors ledgers reconciliation.
  - Gstr-1 Preparations for filling.
  - Gstr-2A/2B check Reconciliation.
  - Gstr-3B filling preparations with HOD.
  - TDS Reconciliation.

## ❖ **Hobbies & Interests**

- Dancing, Reading, exploring new things and traveling.

I have done many dancing shows and competitions including one reality show.

## ❖ **Strength**

- Do not surrender till last possibility is there
- Energetic, Confident, leadership quality, Timemanagement.

## ❖ **Personal details**

- Date of Birth : JANUARY 01, 1997
- Language Known : English, Hindi
- Father's Name : Mr. Rajender Kumar
- Marital Status : Unmarried
- Nationality : Indian

## **Declaration**

The information I have provided is true to the best of my knowledge and belief.

**PARVEEN KUMAR**