***RESUME***

***Career Objective***

To obtain a position that will enable me to use my strong organizational skills and ability to work well with people and maintain my professionalism

***Experience***

* Working as an  **“Assistant Manager Accounts”**  in **Jaipur Golden Tpt. Co. Pvt. Ltd** Roshanara Road Delhi-7 From feb-2016
* Accountable for handling **(All Vendor Commission Agent)** overall accounting, Billing, financial matters of the company including accounting transactions, maintenance/preparation/finalization of accounts.
* Looking after operational expenditure/control and responsible for maintaining all vendor laedger vendor Reconciliation, vendor payment etc.
* Studying complex financial information and MIS reports to provide accurate and timely financial recommendations to management for decision making.
* **2 Years Experience as an “Accounts Manager” with M/S Kartar Auto Logistics Pvt Ltd. Roshanara Road Delhi-7 from July 2014 to feb-2016.**
* Experience as an **Accounts Supervisor** with **M/s Green Carriers & Contractors Private Limited**, Naya Bazaar, Delhi – 110006 having Turnover around 120 crores a reputed name in Transport having branches in all over India With Division of Road,Train & Air. Reporting directly to Manager Accounts from 1st june 2005 to till date**.**

**(Ageing analysis, Debtor Creditors Reconciliation,** **Bank Reconcilation**, **TDS Calculation, P&L A/C)**

* About **6 Years** Experience as an **Accounts Assistant** in **Jaipur Golden Tpt. Co. Pvt. Ltd** Roshanara Road Delhi-7 (form Dec.1999 to May 2005)

* **1 year** Experience as an **Accounts Executive** M/S Ashok Adhlakha & co (CA Firm). ( Aug1998 to Nov 1999).

***Educational Qualification***

 **B.Com** from Delhi University in 1999

 MBA (Finance) from Guru Jambeshwar University Hisar Haryana in 2013

***Major Assignment***

Finalization of Balance Sheet and ability to make changes according to Maintainable Profit.

   TDS, Ageing Analysis, Balance Sheet Finalization, Cash Flow Analysis.

***Work Experience***

 Financial Analysis

 Analysis of variances between two periods for Balance sheet and Profit and Loss account

***Computer Proficiency***

 Knowledge of “SAP”ERP , Tally 9, Tally Erp, Online Filing of Return

***Personal details***

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 Jagjeet Nagar Delhi-110053

 Mobile No: 9868415198

 E-Mail ID: [vks200561@yahoo.co.in](mailto:vks200561@yahoo.co.in)

Vikashlic12c@gmail.com

DOB: 30th June 1976.

**Salary Drawn** : 45000/- PM