

Manoj Kumar

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Address: Tikkri Gaon, Sector-47, Gurugram

Key Skills

14 + Year Working of Accounts Receivables, Accounts Payables, Bank Reconciliations, Other Reconciliation, Journal Entries, Preparation of MIS Report, TDS and GST on monthly Basis, Assist in completion of Audit and Balance Sheet etc.

Organizational Experience

Current Working:-

March` 2023 with ROF Group, Sector-44, Near Ramada Hotel , Gurugram, As "Senior Accountant".

- Reconciliation from CRM to Accounts with GST monthly basis of all projects.
- Preparation of TDS report of monthly basis and challan prepared for payment after check and approved by the senior and management.
- Preparation of GST report (output) of monthly basis.
- Reconciliation GST-R2B from Portal to Tally monthly basis of all company.
- Preparation of various MIS report as per required by GM-Accounts.
- Regular Prepared and update to management of the status of Fund Inflow- Outflow Sheet of ROF Group.
- Perform accounts reconciliation for various General Ledger, Bank Reconciliation, Intercompany daily and monthly basis.
- Vendor bill payment after approval and verification/Reconciliation.
- Any Other duties assigned by the GM-Accounts.

Previous Working:-

July` 2022 to March`2023 with Spaze Towers Private Limited, Spazedge , Sector-47, Sohna Road, Gurugram, As "Senior Accountant".

- Preparation of TDS report of monthly basis.
- Preparation of GST report of monthly basis and GST -R2B reconciliation.
- Preparation of MIS report of monthly basis as per requirement.
- Perform accounts reconciliation for various General Ledger, Bank Reconciliation, Intercompany daily and monthly basis.
- Controlling and analyses of cash expenses and imprest account.

- Vendor bill payment after approval and verification/Reconciliation.
- Purchase and expenses bill post in tally check with PO and GRN.
- Assist in Completion of Audit and Balance Sheet Preparation
- Any Other duties assigned by the GM-Accounts.

Previous Working:-

Aug` 2020 to June `2022 with Agarwal Raj & Associates in Birhana Road,Kanpur as Accountant

(This is C.A. Firm)

- Checking of all books
- Other work of accounts related.
- Assist in Completion of Audit and Balance Sheet Preparation

Previous Working:-

Sep` 2018 to April` 2020 with V.K.Packwell Private Limited in Dada Nagar,Industrial Area , Kanpur

As "Senior Accountant".

(This is the **Plastic Manufacturing Company, for Pipe, Tirpal, Vermibeds, etc making.)**

- Preparation of TDS report of monthly basis.
- Preparation of GST report of monthly basis and GST -R2B reconciliation.
- Purchase bills entered in Tally ERP 9 after check and verification.
- Debtors and Creditors Reconciliation.
- Preparation of Bank Reconciliation weekly/ monthly.
- Daily Cash /Bank Monitoring.
- MIS- Daily/Weekly/Monthly.
- Vendor and Contractors Bills Verification and payment
- Assist in Completion of Audit and Balance Sheet Preparation.
- Any Other duties assigned by the HOD.

Previous Working:-

Sep` 2009 to Aug`2018 with Rudra Real Estate Limited (Rudra Group) as Accountant.

(From December `2014 to March ` 2018 -New Delhi) and (From April `2018 to till - Kanpur)

(This is the **Real Estate Company, having its **Residential Projects** in Kanpur, Lucknow, Varanasi, Gorakhpur, And Allahabad.)**

- TDS Deposit and Return Filling.
- Preparation of documents for I.T./Sales Tax/Service Tax Assessment under guidance of C.A.
- Preparation of monthly tax report (TDS , VAT, Service Tax)

- Vendor and Contractors Bills Verification and payment.
- Bills and Voucher Approval in ERP.
- Preparation of MIS Report for Management.
- Debtors and Creditors Reconciliation on Regular Basis.
- Scrutiny of Expenses, Ledger and its Reconciliation on Monthly Basis.
- Preparation of Bank Reconciliation.
- Intercompany Reconciliation.
- Assist in Completion of Audit and Balance Sheet Preparation.
- Any Other duties assigned by the HOD.

ACADEMIC EDUCATION

- Post-Graduation in 2009 from C.S.J.M. University, Kanpur.
- Graduation in 2002 from C.S.J.M. University, Kanpur.

PROFESSIONAL EDUCATION

- **One Year Accounting Course with manual and computer in Kanpur the institute of The Accountant under Chartered Accountant Mr. Bhuvnesh Mohan Gupta & Mr. Shyam Sunder.**
- **And 2 + Year audit and accounts work in more Firm and Company under Chartered Accountant as above.**

IT SKILLS

Packages : Tally ERP, Tally Prime, MS- Office, Farvision- Real Estate.

PERSONAL DETAIL

Present Address : Tikri Gaon, Sector-47, Sohna Road, Gurugram.
Date of Birth : 24th Aug. ` 1981
Languages : Hindi & English
Marital Status : Married

Place:

Date:

(Manoj Kumar)