



RAJ KUMAR

House No.C-61
Nangli Vihar Extn.
Near Dwarka mor
New Delhi - 110043

 nks842669@gmail.com

 Contact No. +917834842669

OBJECTIVE

To work with an organization where I can use my skills to achieve the organization objective and get conducive environment to learn and grow.

EDUCATION QUALIFICATION

ICWAI (AUDITING CERTIFICATE)

TAXATION CERTIFICATE (DIRECT & INDIRECT)

Bachelor, of Commerce University of Delhi New Delhi	Graduated, July 2015
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12 TH Govt. School CBSE Board New Delhi	12TH July 2012
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10TH Govt. School CBSE Board New Delhi	10TH, July 2010
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WORK EXPERIENCE

GOLDEN ENTERPRISES-SAINIK NAGAR UTTAM NAGAR NEW DELHI
(April-2017-JULY 2023)
As a Senior Accountant

KUNDAN REFINERY PVT LTD- SCINDIA HOUSE CONNAUGHT PLACE NEW DELHI
(AUG-2023 – SEPTEMBER 2024)
As Senior Executive Taxation

SKILLS

TALLY ERP9 ,TALLY PRIME, BUSY SOFTWARE, COMPUTAX, & CLEAR TAX

- ACCOUNTING ENTRIES
- JOURNAL ENTRIES
- SALES ENTRIES INVOICE WISE (WITH GST)
- SALES ENTRIES ITEM WISE(WITH GST)
- PURCHASE ENTRIS INVOICE WISE(WITH GST AND TDS)
- PURCHSE ENTRIES ITEM WISE(WITH GST)
- PAYMENT ENTRIS
- GST ADJUSTMENT ENTRIE

- TDS ADJUSTMENT ENTRIES
- PROVISION ENTRIES
- DEBIT NOTE AND CREDIT NOTE ENTRIES
- ALL EXPENSES ENTRIES ETC
- RECEIPT ENTRIS
- E-INVOCING IN TALLY PRIME
- MANUFACTURING ENTRIES (BILL OF MATERIAL)
- BUDGET COSTING
- GST RETURN (GSTR1, GSTR3B,AND GSTR9)
- GST RECO (2B VS BOOK)
- GST COMPLIANCE REPLY WORKING AND DEAPRTMENT VISITING
- TDS RETURN (26Q. 24Q,)
- TDS CORRECTION (CONSO FILE REQUEST)
- TDS CERTIFICATE FORM 16 FOR SALARY
- TDS CERTIFICATE FORM 16A NON SALARY
- TCS RETURN (27EQ)
- INCOME TAX RETURN (ITR1,ITR2,ITR3,ITR4,ITR5,ITR6,ITR7)
- INCOME TAX COMPLIANCCE WORKING REPLY UNDER SECTION 142(1), 143(2), 143(3), 148(A) AND 147
- INCOME TAX DEPARTMENT VISITING
- BRS (BANK RECONCILE STATEMENT)
- E WAY BII
- PAYROLL
- ESI ENTRIES
- PF RETURN
- BALANCE SHEET (ROC FILE)
- TAX AUDIT (3CB, 3CD)
- STATUTORY AUDIT
- PURCHASE ORDER
- SALES ORDER
- FINACIAL REPORTING
- CASH MANAGEMENT
- Review the accounts and result of clients to determines the needs for plan revision
- Asses financial information from clients to determine strategies to meet their financial objectives
- Worked towards maintaining high precision and accuracy in all calculations and prediction
- Looked after registration requirements of new clients in accordance with new plans
- Analysed,developed, and presented cost, pricing, variables contribution,sales result,and company actual performance compared to the business plans
- Self-motivated

PERSONAL DETAILS

Father’s Name: Mr. RAM DULARE
Birthday: March 21, 1993
Gender: Male

Marital Status: Married
Nationality: Indian

Declaration

I, Raj kumar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

RAJ KUMAR New Delhi (India)