

# ***CURRICULAM VITAE***

## **Anil Kumar**

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### **CAREER OBJECTIVE:**

➤ To pursue a challenging career and be a part of a progressive organization that gives enough scope to enhance my knowledge, skill and help me to reach the pinnacle in the field with sheer dedication and hard work.

### **WORK EXPERIENCE:**

➤ **M/s Alok B. Mathur & Co. :-**(A Chartered Accountancy Firm) :- I worked with Alok B. Mathur & Co. more than 1.5 year, I got experience in the following areas:-

- ✓ Worked as an Audit Assistant
- ✓ Supervision of day to day Accounting.
- ✓ Preparation and maintenance of various account books / registered like; cash book, bank book, ledgers, fixed assets register etc. to ensure smooth accounting operations.
- ✓ Preparing reconciliation statements like BRS etc.
- ✓ Preparation and filling of various GST and TDS Returns.

➤ **M/s New Era Forwarders Pvt. Ltd. :-** I worked with M/s New Era Forwarder Pvt. Ltd. more than 5 year, I got experience in the following areas:-

- ✓ Worked as an Accountant
- ✓ Handling petty cash
- ✓ Making necessary journal Entries, booking purchases and sales bills, bank reconciliation, handling debtors and creditors, etc.
- ✓ Preparation and filing of various GST and TDS Returns.

➤ **NBCC India ltd (corporate office):-** I worked in NBCC India ltd as accounts executive for a year, I got experience in the following areas:-

- ✓ Worked as an Accounts Executive.
- ✓ Making journal vouchers.
- ✓ Booking purchases and sales bills.
- ✓ Preparing reconciliation statements like BRS etc.
- ✓ Worked as an Audit Assistant etc.

➤ **Mango institutional furniture:-** Currently working with Mango institutional furniture as accounting head and handling all the major parts of accounting like maintaining all the ledgers, doing payments and coordinating with clients to collect payments, GST and TDS payments and filling returns etc

### **ACADEMIC QUALIFICATION**

- ✓ M.Com from Delhi University
- ✓ B.Com from Delhi University
- ✓ CA (IPCC)-Inter
- ✓ 12<sup>th</sup> from CBSE
- ✓ 10<sup>th</sup> from CBSE

# ***CURRICULAM VITAE***

## **COMPUTER LITERCY**

- Tally Prime
- Ms Office, Internet & Emailing.

## **HOBBIES**

- Playing Cricket
- Listening Music
- Surfing Net

## **BEST QUALITIES**

- Honesty and Trustworthiness
- Always Believe in Myself

## **OTHER SKILLS AND INTERESTS**

- Having a 'Never give up' attitude strongly believe that a fighter always wins.
- Being optimistic and having an urge to learn, I try to find some learning opportunities in everything, so that I can keep on add value to myself.

## **PERSONAL DETAILS**

- Date of Birth: 14-03-1993
- Fathers Name: Sh. Veerpal Singh
- Sex: Male
- Marital Status: Single
- Nationality: Indian
- Language Known: English, Hindi

**Date:**

**Place:**

**(Anil Kumar)**

**signature**