

CURRICULAM VITAE

NITIN KUMAR

Patti Ahiran near balaji ji mandir, khekra

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CAREER OBJECTIVE

To obtain a challenging position where I can apply my acquired skills & working experience in a team environment thereby continuously growing & contributing to the main objectives of the organization.

ACADEMIC QUALIFICATION

Passed 10th from CBSE Board with 72% Marks in 2016.

Passed 12th from CBSE Board with 56% Marks in 2018.

Passed B.B.A from CCSU University of Meerut 2019-2021

Passed MBA from AKTU University.

CAREER COMMENCEMENT

Currently working at CA FIRM.

Technical Knowledge

- a) GST Registration
- b) Basic knowledge of ITR
- c) Maintain Balance Sheet and P&L
- d) E-Way Bill
- e) GST Reconciliation
- f) TDS Reconciliation

Designation - Accounts Executive Key Role-

1. Trade Payables:-

- a) Purchase bills Passing.
- b) Expenses Bills Process.
- c) Handling Creditors Ageing.
- d) Vendor Reconciliation
- e) Payment on cash Discount to Vendor.
- f) Monitor Advance to Supplier.
- g) Vendor Accounts Clearing.
- h) Online & Offline Vendor Payment.
- i) Knowledge of Import payment.

2. Trade Receivable :-

- a) Debtor ageing.
- b) Customer payment settlement.
- c) Follow up for Payment.
- d) Customer Reconciliation.
- f) Sales finalization.

3. Taxation :-

- a) Knowledge of GST, Data preparations for return process.
- b) Basic Knowledge of TDS Deduction & TDS Returns.

4. Payments :-

- a) Online Payment of Statutory Dues.
- b) (TDS, Custom Duty, GST, etc).

Key Role -

1. Trade Receivable:-

- j) Debtor ageing.
- k) Customer payment settlement.
- l) Customer Reconciliation.
- m) Sales finalization.

2. Trade Payables:-

- p) Creditors Ageing.
- q) Vendor Payment Online & Offline.
- r) Import payment.
- s) Monthly TDS payment.

COMPUTER INTELLECT:-

Working Knowledge of
Tally ERP9. Proficiency in
MS Office.
Good typing speed.

HOBBIES:-

Playing Cricket.
Listening Music.
Watching Movies.

PERSONAL INFORMATION:-

Gender	-	Male
Date of Birth	-	21 nd Sep 2000
Nationality	-	Indian
Marital status	-	Un-Married
Father's name	-	Rajendra Kumar
Permanent Address	-	Patti Ahiran khekra (Baghpat) , (Baghpat)-250101

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.

Date : _____

Place :

(NITIN KUMAR)