

## CURRICULUM-VITAE

**ANKIT KUMAR**

**PERMANENT ADDRESS:**

24 K, Shivpuri, Main Bazar  
Niwari, Distt.-Ghaziabad (U.P)

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**CAREER OBJECTIVE:**

- To serve professional manage organization by fully devoting myself towards the job assigned and optimum level contribute in achieving the organizations objective.

**EDUCATIONAL QUALIFICATION:**

- **MBA** from Shanti Niketan Group of Institution, Meerut in 2014.
- **B.Com** from C.C.S University, Meerut in 2012 with 2<sup>nd</sup> Division
- **Intermediate** from U.P Board, Allahabad in 2009 with 2<sup>nd</sup> Division.
- **High School** from U.P Board, Allahabad in 2007 with 2<sup>nd</sup> Division.

**OTHER QUALIFICATION:**

- Six months **Financial Accounting Course** from **Daksh Institute of Technology, Modinagar.**
  - **VAT** (Value Aded Tax).
  - **CST** (Central Sales Tax).
  - **TDS** (Tax Deduction at Source).
  - **Tally** (ERP 9, 9.0, 7.2, 5.4).
- One year **C.T.T.C (Computer Teacher Training Course)** from **S.I.T.D Knowledge Centre, Modinagar.**
  - **Microsoft Office** (Excel, Word, Power Point, Dos).
  - **DTP** (Photoshop, Corel Draw, Page Maker).
  - **Inter-Net.**

## **EXPERIENCE:**

- Presently work with Eureka Labs Limited, Ghaziabad as an Account Manager Since Jun' 2020.
  - Regular Expenses Voucher Entries.
  - Prepare Daily Invoice for Dispatch Material.
  - Regular monitoring of Debtors & Sale as per their Credit Limit & Sales Ratio.
  - Making Bonus Scheme, Discount Scheme for Debtors as per their Sales Ratio.
  - Debtors & Creditors reconciliation and settlement of reconciliation differences.
  - Bank Reconciliation on monthly basis.
  - Processing payment of invoice/bill to vendor as per credit terms.
  - Reconciliation of financial records on regular intervals.
  - Ensuring correct recording of day to day financial transactions.
  - Regular monitoring & Managing of Raw Material, Packing Material & Finished Stock.
  - Compliance Resolving of GST, TDS Related Entries.
  - Checking GSTR-2A, 2B for Input Credit, Provide GSTR-1 & GSTR-3B Return to CA.
  - Preparation of Reconciliation Statement for various accounts on Monthly basis.
  
- Three Year work with **Amar Ujala Limited, Meerut** as an Officer (Finance & Accounts) Since May'17.
  - Regular Expenses Voucher Entries.
  - Cash/Cheque Collection with issuing receipts.
  - Preparation of Cash Book
  - Debtors & Creditors reconciliation and settlement of reconciliation differences.
  - Bank Reconciliation on monthly basis.
  - Processing payment of invoice/bill to vendor etc.
  - Preparation of monthly MIS.
  - Reconciliation of financial records on regular intervals.
  - Variance analysis between budgeted and actual on monthly basis and reasons thereof.
  - Ensuring correct recording of day to day financial transactions.
  - Fixed Assets Capitalization, Transfer & Retirement.
  - Regular monitoring of Assets Capitalization, Transfer & Retirement with maintaining all assets movement data.
  - Compliance Resolving of GST, TDS Related Entries.
  - Preparation of Reconciliation Statement for various accounts on Monthly basis.
  
- Two year and nine month work with **Krishna Cap Box Pvt Ltd, Meerut** as an Accountant since Aug'14 to May'17
  - Preparation of Monthly Excise & VAT Return with Filling.

- Preparation Sales Tax Cases & Annual Returns Filling.
  - Voucher Entries.
  - Processing Payment as per terms to vendor etc.
  - Debtors & Creditors Ledger reconciliation
  - Maintain Excise Register.
  - Issuing Form 38 & C.
  - Raising Purchase Order as per requirement.
  - Preparation Invoice
- One year three month Experience with **United Electronics, Ghaziabad** as an Accountant Assistant.
- Preparation Invoices & Challan.
  - Preparation Vat Return & Filling.
  - Processing Payment to vendor etc.
  - Debtors & Creditors ledger reconciliation.
  - Voucher Entries
  - Bank Reconciliation.
  - Preparation Job Work Data.
- Two year training with **Advocate Ajai Maheshwari, Modinagar.**
- Making VAT Challan
  - Checking Sales & Purchase
  - Filing VAT Return (Manually & E-Filing)
  - Making Annual Return

**HOBBIES:**

- Listening Music.
- Reading Motivational Stories.

**PERSONAL INFORMATION:**

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|-----------------------|---|----------------------------|
| <b>Date of Birth</b>  | : | 05 <sup>th</sup> Feb. 1992 |
| <b>Father's Name</b>  | : | Sh. Inderjeet Jindal       |
| <b>Marital Status</b> | : | Married                    |
| <b>Nationality</b>    | : | Indian                     |
| <b>Language Known</b> | : | Hindi & English            |

**Date:**

**Place:**

**(ANKIT KUMAR)**