

Curriculum Vitae

MANISH KUMAR

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CAREER OBJECTIVE :-

Seeking a challenging position in a reputed organization which provides opportunities for professional growth and advancement, where I can utilize my experience and acquired skills towards becoming a valuable team member.

ACADEMIC QUALIFICATION :-

- Higher Secondary 10TH from CBSE Board.
- Senior Secondary 12TH from CBSE Board.
B. Com Hons from IGNOU University

SUMMARY OF SKILLS :-

- Preparing sales invoices & the upkeep of an accurate accounts filingsystem.
- Maintain All Accounting voucherentry.
- Preparationof financial statements which includes Trading, Profit and Loss, Bankreconciliation and Debtors/Creditors ReconciliationStatement.
- Preparation of weekly Receivable and Payablestatements.
- Preparation of MIS Report (DailyBased).
- Online Return Filing (DVAT, Income Tax, Service Tax,Excise).
- Online Challan Deposits(TDS, DVAT, Excise &UPVAT).
- Online filling GSTR-3B,GSTR-1.
- Prepared company accounts and tax returns foraudit.
- Prepared weekly confidential sales reports for presentation tomanagement.
- Handlings and reportingmails.

COMPUTER EFFICIENCY :-

- MS Word, MS Excel + AdvanceExcel.
- Can proficiently operate windows XP and window 7,8.
- HaveexperienceofusingInternetandvariousTaxcomputation&ReportpreparationSoftware.

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- Tally 9.0, ERP 9 & 7.2.
- Spectrum Software (For Income tax Return Filling)

ACCOUNTING PACKAGES :-

- ServiceTax
- UPVAT /DVAT
- IncomeTax
- TDS Basic Knowledge.
- G.S.T (Goods & ServiceTax)

WORK EXPERIENCE :-

- AT Financial Solution (C.A Firm) Position – Account Assistant.
Starting From 01-09-2018 to 31-09-2019.

Innov Source Services Pvt Ltd
Position – MIS Executives Starting
From 03-10-2019 to 01-04-2021.

- Prerna Innovation's Pvt Ltd. Position – Account Executive Starting From 30-05-21 to.

PERSONAL DETAILS :-

Name : Manish Kumar
Father's : Late. Mahesh Singh
Marital Status : Unmarried
Language : Hindi & English
DOB : 20-Jun-2000

I hereby declare that the written particulars are true to the best of my knowledge and belief

Date: (Manish Kumar)