**SATISH KUMAR Mobile: 08683822386**

**9812481374**

**Email:satishkumarb201@gmail.com**

**Seeking a higher level assignments in Financial, Banking & Accounts Management with an organization of high repute and serve the Establishment with my best knowledge of Finance and Accounts.**

***M/s QH TALBROS LTD***

***(Leading Auto Ancillary unit manufacturing Steering Suspension Components for four wheelers)***

***As a Sr. Accountant***

***From JUNE 2016 to till date…***

* Preparation of Journal Voucher, Bank Voucher, Cash Voucher, Debit Note, Credit Note
* Consolidation and Preparation of Monthly Cash flow Statements
* Preparation of Monthly MIS for Bank Loans.
* Deduction of Tax at Source, Deposit of TDS Challan and Preparation of Quarterly TDS Returns
* Handling Import and Export , Opening Letter of Credit, arrange for Buyers Credit, import and foreign payments
* Bank Reconciliation
* Consolidation and preparation of annual and half-year financial Cash Flow Statements
* Process the employee reimbursement.
* Vendor Reconciliations monthly basis.
* Prepare purchase detail on quarterly basis.
* Prepared Balance Sheet Schedule
* Bill Passing of Logistics Firm & Contractor & Payment.

***INSTAEXHIBITIONS PVT. LTD.***

***(The Group of Companies engaged in the business of Exhibitions & Events helding )***

***Accounts Executive***

***From JAN-2015 to MAY-2016***

* Preparation of Monthly\Daily Management Information Report (MIS) -(Daily Collection Report, Daily Sale)
* Prepared Balance Sheet Schedule
* Bill Passing of Logistics Firm & Contractor & Payment.
* VAT input detail and services tax input detail on monthly basis.
* Process the employee reimbursement.
* Vendor Reconciliations monthly basis.
* Preparation Of Cash Voucher.

**CAREER CONTOUR**

***CA MEHTA & COMPANY***

***(A leading Chartered Accountants Firm in Bhiwadi (Rajasthan)***

***As Accounts Cum Audit Executive***

***From Sep 2014 To Dec 2014***

**KEY ACCOUNTIBILITIES:**

* Conducting Internal Audits, Statutory Audit and Tax Audit
* Complete book writing of Accounts Books in tally of various fields Like Hotels & Job works, Pvt. Ltd. Companies
* Filing Income Tax Returns of Individual, Companies, Firms
* Other day to day work as decided by the Partners

**QUALIFICATION**

* **Post Graduate (M.B.A.) In Finance With 60% Marks from M.D. University in 2014**
* **Graduate (B.com) With 51% Marks From M.D.University In 2011**
* **Higher Secondary XIIth (Commerce) With 64% Marks from HBSE, Bhiwani In 2008**.
* **Xth** **With 71% Marks from HBSE, Bhiwani In 2006.**

**COMPUTER QUALIFICATION:**

* **Diploma from C-DOT In Computer Software and Applications**

**PERSONAL DOSSIER**

Address : V.P.O.-Sidhrawali,Distt-Gurgaon.

Father’s Name : Sh. Satpal Singh

Date of Birth : 2ndJanuary1990

Gender : Male

Marital Status : Married

Nationality : Indian

Language Proficiency : English & Hindi

(SATISH KUMAR)