**Ajitesh kashyap**

Vikas Nagar Aagapur Road

Rampur-244901 (U.P.)

E-mail :- **kashyap153@gmail.com**

BD21390_Cont. No.:**-** **09997407313 (P) / 9917020420 (C)**

**Career Objective: -**

I want to achieve the maximum height in my career through my sheer dedication and hard work.

## Professional Experiences

* As an **“Accounts Executive ”** with **D.S. Rolling Mills Pvt. Ltd.”** from January-2014 to April-2015 in laksar, Near Haridwar.(U.K).
* As an **“Senior Accountant”** with **“Catalysts Bio-Technologies Pvt. Ltd.”** from May-2015 to till Date in Roorkee, Near Haridwar.(U.K)

### Job Profile as an Senior Accountant & Taxation

* Maintaining Accounts & Handling Petty Cash.
* Maintaining Fund Flow Report in Excel.
* E-Filing - GSTR-1 & GSTR-3B
* Generating E-Way Bill
* E- Filing - VAT Return(Manufacturer & Dealer)
* E- Filing - Excise Return (ER-1, ER-4 ,ER-5 , ER-6 & ER-7)
* E- Filing – Excise Return Dealer
* E- Filing - Service Tax Return (ST-3)
* Maintaining Excise Registers:-RG-23 A & C Part-I, Part-II , RG-1, Form-IV, Job Work Registers (Manual as well as on Computer)
* Getting forms from Sales Tax Department & Issuing.
* Sales Tax Records :-Maintaining Form C, F & road permit Records (Manual as well as on Computer Excel)
* Logistic- Billing manually ,Software as well as on Tally.ERP9 (Domestic as well as Export)
* Voucher Entry in Tally ERP.9 , Bank Reconciliation, TDS
* Correspondence to Customers & Vendors Regarding Records of Accounts & Taxation.
* Preparation of Monthly MIS Report.
* Handling all the Payments of Debtors and Creditors through Cheque , NEFT

And RTGS.

* Applied and renewed business licenses, sales tax licenses, and various other excise tax licenses
* Prepare & Present Sale Tax Case data for the Department.
* Prepare & present Excise Assessment data for the Department.
* Perform verification inspection to insure audit finding corrective actions were implemented and would eliminate repeat findings
* Liasoning with various Departments.
* Initiative to control cost or to smooth process.

## Educational Qualification

* MBA in Finance From Monard University Hapur in the year 2016.
* M.com in Finance From M.J.P. Rohailkhand University Bareilly in the year 2015.
* B.com in Finance from M.J.P. Rohailkhand University Bareilly in the year 2013.
* Intermediate C.B.S.E Board from St. Paul’s Senior Secondary School Rampur in the year 2010.
* High School C.B.S.E Board from St. Paul’s Senior Secondary School Rampur in the year 2008.

## Professional Qualification

* **Course**
  + “**Advance Diploma In Computer Application”** from “**The Institute of OM Computer Institute**” at Rampur (U.P.).
  + Completed Government **“Industrial Training Institute” (I.T.I)** at Rampur. In 2013.

**Computer Knowledge**

* Complete Computer Advance Knowledge with Microsoft Office.
* Concepts
  + Windows 98, Xp, Vista, Windows 7 & Window 10
  + Accounting Softwares as: -
    - Tally 7.2 and Tally ERP.9
    - SAP
    - Microsoft Dynamic NAV ERP
* Internet
* Complete Microsoft Outlook.

**Personal Details**

Father’s name Mr. Ram Kishore Kashyap

Mother’s Name Mrs. Ranjana Kashyap

DOB 02/03/1992

# Sex Male

Marital status Unmarried

Language known English and Hindi

Hobbies Playing cricket& Appreciating music

State Uttar Pradesh

Nationality Indian

**Date: -**

**(AJITESH KASHYAP)**

**Current Place:- Roorkee**