**OBJECTIVE CAREER**

Seeking excellence in the chosen professional field through self-motivation, hardworking and augmentation of core skill requires for effectively delivering the goods. Believe strongly in the concept of work through positive motivation. The career planning consist of effective implementation of given task and responsibility

A result oriented professional

**WORKING EXPERIENCE (More Than 10 Years)**

* One year working experience with Chartered Accountant Firm in Delhi M/s Arun K Gupta & Associates from 18th August, 2010 to June 25th, 2011.
* Around Two years working in M/s DBM Marking India Pvt. Ltd., Gurgaon as a Account Executive from 1st July, 2011 to November 20th, 2013
* Presently associated with **M/S** **DHRUV INDUSTRIES LIMITED**, Sector-34, Gurgaon Haryana from December 1st, 2013 to till date as a Senior Manager-Accounts.

**PRESENT COMPANY PROFILE:**

***Brief Facts***

DHRUV INDUSTRIES LIMITED (DIL) was incorporated as a public limited company in January 1995. DIL is engaged into the manufacturing of capacitor grade metalized film which is raw material of Capacitors Manufacturer. The major raw material for the metalized film is plan plastic film which is mainly procured from overseas market. DIL sells its products in the domestic and overseas market of which ratio is 40% and 60% of the total revenue respectively. The company’s turnover is around INR 100 crores now.

***The Key Areas of expertise-*** *(Reporting to Chief Financial officer)*

**JOB PROFILE**

Accounts & finance department is headed by CFO and I am directly reporting to him. I have two subordinates (Accountants) and both of them are reporting to me.

**ACCOUNTS & FINANCE:**

* Presenting a true and fair view of the financial position by preparing and reconciliation of financial statements viz, all accounts general ledgers, P&L Account statement and Balance Sheet and conducting internal & statutory audit with the auditors.
* Preparation of projections and Actual financials report on quarterly basis and summiting the same to management.
* Preparing and submission of stock- statements on monthly basis, QIS report with bank.
* Maintaining weekly basis Bank Position and submitting the same to Management.
* Daily cross checking of Purchase/Sale/Dr./Cr Note & Journal voucher and make the correction if any required.
* Ensure the correctness of statuary liabilities and deposit the same online through respective portals i.e. TDS, Income Tax, GST, Custom Duty etc. on due & required dates.
* Preparation of project report and CMA data for Credit facilities and submitting with the borrowed banks for appraisal of all type of credit facilities like that Fund based & Non-fund based credit facilities.
* Scrutiny of daily/weekly basis financial cost of the company like that LC Charges, LC Amendment Charges, LC Margin, Foreign currency conversion charges on Import Bill payment & Export remittance, Interest Calculation on Cash Credit accounts and FDs kept by Bank etc.
* Ensure for provisions of all major fixed overheads (like electricity, telephone, credit card, director’s remuneration, salary, cash credit interest, term loan interest & etc)
* Handling the account department and suggest if required any accounting policy & standard.

**DIRECT TAXATION:**

* Preparation and Calculation of Computation of advance tax.
* Preparation of Income tax Return statements i.e. ITR-1 ITR-4 and ITR-6 etc.
* Making the advance tax & Normal Tax online through prescribed portal.
* Preparation the TDS statement on the monthly basis and deposited with the same by every month on due date.
* Preparation quarterly TDS return as Form 24Q, form 26Q, and form 27Q of TDS deducted of non-residence service provided and Form 26EQ statement of TCS.
* Preparation of TDS Computation of all employees which are eligible for TDS.
* Preparation and online generation of TDS certificates i.e. Form 16 (Part-A & Part-B) and Form 16A & all related to work.

**INDIRECT TAXATION:**

* Well versed in GST New Tax regime viz **GST RETURNS** like that TRAN-1, GST R-3B, GST R-1.
* Preparation of reconciliation statement between Books of account and Cash Credit Ledger and Input Credit Ledger with GST portal (GST R-2A).
* Maintaining Input Tax Credit (ITC) Register and GST computation for suitable to ensure liability.
* Preparation of Annual return statement GSTR-9 & GSTR-9C.

**ACCOUNT RECEIVABLE & PAYABLE:**

* Maintaining weekly basis customers ageing report and follow-up the outstanding receivable amount with concern Management.
* Maintaining weekly basis vendors ageing report and making the payment through RTGS/NEFT on their due dates.

**MAJOR MILESTONES ACHIVEMENT**

**M-SIPS:**

* Our Company (DIL) being Electronic unit was eligible for Capital Subsidy i.e Modified Special Incentive Package Scheme (MSIPS) of the Government of India under Ministry of Electronics and Information Technology (MeitY).
* I was thoroughly involved in the said assignment along with my CFO and worked hard to make sure that Company must get the said Capital Subsidy.
* The entire process involved series of steps right from preparation of Detailed Project Report (DPR), Filing of Application, getting the Approval Letter and eventually getting the disbursement after implementation and commencement of the project (expansion) and finally company got the disbursement.
* I was suitably rewarded and got appreciation for the same from the management.

**CAPACITORS PROJECT REPORT:**

* Preparation of project report for Capacitor manufacturing in sister concern and submitted with the Bank and got the Sanction letter from Bank

***After looking feathers in my CAP***

**ACADEMIC QUALIFICATION**

* **High School (10th)** Completed in 2003 with 51.67% from Uttar-Pradesh board.
* **Intermediate Education (10+2)** Completed in 2005 with 54.00% from Uttar-Pradesh board.
* **Graduation (B.COM)** completed in 2008 with 61.61% from V.B.S. Purvanchal University Jaunpur-Uttar-Pradesh
* **Post-Graduation (M.COM)** completed in 2010 with 66.67% from V.B.S. Purvanchal University Jaunpur –Uttar-Pradesh.

**COMPUTER PROFICIENCY**

* CCC completed from National Institute of Electronics and Information Technology (**NIELIT)**
* Computer operating -MS Windows:- Windows- XP, Windows-7 & Windows accounting package i.e. Tally ERP 9.0, Comfortable with Internet and presently working in accounting package with **SAP Model: B-1. The total experience in SAP around Six (6) years. My functional area is in SAP finalization of Balance Sheet, Profit & Loss Account, Trial Balance, TDS Report/Return, GST Returns, Creation of GL account and others.**
* E-TDS - Path Darshi’s e TDS return, andWebtel- XBRL and Taxman e-TDS return Software.

**PERSONAL DETAILS**

Date of Birth : July 13th, 1989

Father’s Name : Sh. Daya Shanker

Present Address : H. No. A-74, Ram Vihar Colony, Near Sec-4 Gurgaon (H.R.)

Permanent Address : Vill. Ubhai, Post. Bhadawal, Dist-Basti, Uttar-Pradesh.

Languages Known : Hindi & English

Salary Expected : Negotiable

**DECLARATION:**

I hereby declare that the above information given by me are true and correct to the best of my knowledge.

Sd/-

DATE: - RAJESH KUMAR

PLACE: - GURGAON (8447312363)