



RAJESH KUMAR

(Total 15+ years' experience in accounts)

Residence:

S/o Shri Jwala Prasad
Post – Chukti Devariya, Bankhandi Nagar
Plot No. 465, Opp. Nalanda Residential School
Rudrapur Road, Kichha - 263148
Distt – Udham Singh Nagar (Uttarakhand)

Mobile: 099170-86777, 075009-59744

E-mail: rathor.rajesh2010@gmail.com
rathor.rajesh2008@rediffmail.com

Objective

To utilize my knowledge and skills under the professional environment and to get expertise for the all around growth of the concern

Qualification

Educational:

MBA (Finance).

Master of Commerce (M.Com) from Kumaun University, Nainital awarded second division in the year 2003

Bachelor of Commerce (B.Com) from Kumaun University, Nainital awarded second division in the year 2001

Additional:

One year Post Graduate Diploma in Computer Application *ACER Computer Education, Nainital Road*, awarded first division.

C-SET Computer Education, Nainital Road, 16-C, Avas-Vikas, Rudrapur, Distt – Udham Singh Nagar (Uttarakhand), Tally- Version 5.4

Accounting Package:- Tally Version - 4.5, 5.4, 6.3, 7.2, 9.0, ERP 9, Busy 3.5, Navision & SAP

Work Experience

1. Presently working with **Radical Plast Pack Pvt. Ltd. Opp. SIMT, Village – Pipaliya, Gadarpur, Distt – Udham Singh Nagar (Uttarakhand)** as a **Manager Accounts** (Since February 2014 to Till Date)

Job Responsibilities and Experience:

General:

Preparing standard cost sheet & analyzing the variances of standard RM consumption with actual; MIS preparation (P&L) on monthly basis considering the provisions for expenses of fixed/variable nature. Analyzing the variances of actuals with budgeted and providing adequate remarks to the management for the same; preparing monthly Cash Flow with detailed annexures for monitoring the overall cash inflow & outflow of the business; verifying Inventory records from books of accounts; Monitoring bank transactions. Verifying inventory as per books of accounts with physical inventory; Trial Balance Scrutiny, Asset Accounting including capitalization & retirement, monitoring the timely deposition of statutory payments like VAT, CST, WCT, TDS/TCS, Excise and Service Tax. Liaising with Government departments for legal work.

Audit:

Auditing purchase orders made by purchase department; directing to subordinates to post bills and other transactions on daily basis in SAP. Preparing the data required for preparation & completion of VAT audit & annual returns. Managing & facilitating internal & external statutory audits conducted.

Finance:

Instructing to subordinates towards time to time payments to be made to vendors & towards Government dues and verifying the payments made; following up the customers for payments to be received;

Finalization of Accounts:

Finalization of accounts and preparation of annual reports i.e. Balance Sheet & Profit & Loss Accounts at Plant Level [rest being executed under instructions of our Sr. Manager – Commercial.]

Taxation:

Preparing and filing quarterly return of TDS/TCS i.e. Form 24Q, Form 26Q etc.; preparing TDS Certificates (Form 16 and Form 16A).

Commercial Tax:

Preparation & e-filing of Quarterly Commercial Tax Returns i.e. Form I - Return of Turnover, Form III - Return of Turnover of Sales & Purchases etc. (*Applicable in Uttarakhand*); Procurement of Form 16-Road Permit, Form C, Form F from Commercial Tax Department and issuance thereof;

Central Excise and Service Tax:

Preparation of Quarterly/Half yearly returns ER1, E-6, ER-7, ST-3 and other related reports; Verifying returns and filing the same with Excise and Service Tax Department;

GST Tax:

Preparation & e-filing of Monthly GST Tax Returns i.e. GSTR 1, GSTR 2, GSTR 2A, GSTR 3, GSTR 3B of Turnover of Sales & Purchases etc.

2. Previous working with **Mother Dairy Fruit & Vegetable Pvt. Ltd.** C/o M/s Harman Traders, Rudrapur, *Udham Singh Nagar (Uttarakhand)* as a **Sr. Accounts Officer** (Since May 2003 to January 2014)

Job Responsibilities and Experience:

General:

Preparing standard cost sheet & analyzing the variances of standard RM consumption with actual; MIS preparation (P&L) on monthly basis considering the provisions for expenses of fixed/variable nature. Analyzing the variances of actuals with budgeted and providing adequate remarks to the management for the same; preparing monthly Cash Flow with detailed annexures for monitoring the overall cash inflow & outflow of the business; verifying Inventory records from books of accounts; Monitoring bank transactions. Verifying inventory as per books of accounts with physical inventory; Trial Balance Scrutiny, Asset Accounting including capitalization & retirement, monitoring the timely deposition of statutory payments like VAT, CST, WCT, TDS/TCS, Excise and Service Tax. Liaising with Government departments for legal work.

Audit:

Auditing purchase orders made by purchase department; directing to subordinates to post bills and other transactions on daily basis in SAP. Preparing the data required for preparation & completion of VAT audit & annual returns. Managing & facilitating internal & external statutory audits conducted.

Finance:

Instructing to subordinates towards time to time payments to be made to vendors & towards Government dues and verifying the payments made; following up the customers for payments to be received;

Finalization of Accounts:

Finalization of accounts and preparation of annual reports i.e. Balance Sheet & Profit & Loss Accounts at Plant Level [rest being executed under instructions of our Sr. Manager – Commercial.]

Taxation:

Preparing and filing quarterly return of TDS/TCS i.e. Form 24Q, Form 26Q etc.; preparing TDS Certificates (Form 16 and Form 16A).

Commercial Tax:

Preparation & e-filing of Quarterly Commercial Tax Returns i.e. Form I - Return of Turnover, Form III - Return of Turnover of Sales & Purchases etc. (*Applicable in Uttarakhand*); Procurement of Form 16-Road Permit, Form C, Form F from Commercial Tax Department and issuance thereof;

Central Excise and Service Tax:

Preparation of Quarterly/Half yearly returns ER1, E-6, ER-7, ST-3 and other related reports; Verifying returns and filing the same with Excise and Service Tax Department;

3. Previous Working **Narula Stone Industries**, Haripur Bachhi, Nainital Road, Halduchour, Lalkua as an **Accountant**. (Since May 1997 to April 2003)

Job Responsibilities and Experience:

General:

Managing accounts and auditing books of accounts in Tally 4.5, 5.4, 6.3 with its maximum features; Verifying Inventory records from books of accounts; reconciling bank accounts and other accounts;

Finance:

Preparation time to time payments to be made to vendors & towards Government dues and verifying the payments made; following up the customers for payments to be received

Commercial Tax:

Preparing Monthly Commercial Tax Returns i.e. Form I - Return of Turnover, Form III - Return of Turnover of Sales & Purchases (*Applicable in Uttarakhand*); preparing reminders for Form 'C' receivables from customers.

Skills

Proficiency in working in Navision, SAP, Tally ERP 9 & M.S. Office 2010 at a valuable speed, Ability of working in any field of Accounts in Computer Environment,

Strong Points

Not believing in changing job rapidly.
Believe in working in friendly environment with team spirit.
Result oriented Sharp / Creative Minded, Soft Spoken.

Personal Information

Father's name : Shri. Jwala Prasad
Date of Birth : 23rd December 1979
Languages Known : Hindi & English
Marital Status : Married
Nationality : Indian

Hobbies

Evaluation of latest Computer Software, Playing Cricket and Appreciating Soft Music

Salary

Expected : Negotiable

I assure you that all the information given above is true and correct.

Place:

(RAJESH KUMAR)