


CURRICULUM – VITAE

House No.308, Village & Post Office - Ghamroj,
Sohna Road, Distt. Gurugram, (HR), Pin 122102

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 : tomar.krishan@gmail.com

KRISHAN KUMAR

CAREER OBJECTIVE

To take up a challenging career and grows with honesty, loyalty, good relationship and best performance and translate my experience, knowledge, skills and abilities into value to the success of my organization.

CAREER FORTE

❖ **RoboGenius Learning Solutions Limited, Office No. H-6, South City 1, Sector 41, Gurugram (From April 2021 to till now) as an Assistant Manager – Accounts & Finance**

Job profile: -

- Raising Estimate, Invoices & Credit Note for Clients
- Raising E-Invoice & E-Way Bill
- Issuing P.O. for vendors, recording of Vendors bills (for Direct & Indirect cost)
- Debtor's reconciliation for Billing & Follow up for Collection with Clients
- Creditor's reconciliation for Direct & Indirect cost
- GST working (GSTR1, GSTR 2A & 2B, GSTR 3B), GST Payment
- TDS deductions & working, Monthly TDS Payment & Quarterly Return Filling (by Sure TDS Software)
- 26AS (TDS on Sale Bills) Reconciliation
- Calculation and payment of ESIC and EPF, Co-ordination with consultant for Challan
- Preparation of Salary Sheet
- MIS reports for management team on Weekly & Monthly basis (MIS reports includes Sale, Purchase, Expected Collections from Clients, Expected payout to vendors, outstanding balance (reconciliation age wise) of Debtors & Creditors etc.
- Petty Cash & Reconciliation on weekly & monthly basis
- Bank Reconciliation on daily & monthly basis
- Intercompany (Branch to Branch OR Branch to H.O.) reconciliation on weekly & monthly basis
- Payments of Bills, Vendor Payments, Telephone Bills, Credit Card Payment etc.
- Provision & Prepaid Expense Entries, Month end provisions & Salary Entries etc.

- Collect Income Tax Declarations, Update Data in Sheet, Receipt of Investment Proofs & Checking
- Internal Audit & Yearly Audit
- Handling day to day accounting
- Calculation of day to day fund need and give it to management
- Maintain Bills & records filling
- Reconciliation, checking & recoding of Employees reimbursement bills as per Policies & Payment
- Stock Audit & Passing of Stock JV in books
- Office Assets Maintenance & Repair, follow up etc.

❖ **DIREXIONS MARKETING SOLUTIONS PVT. LTD.” Office No. 14, 2nd Floor, MGF Megacity, M.G. Road, Gurugram (From April 2011 to March 2021) as a Finance/Admin Sr. Executive.**

Job profile: -

- Raising Estimate, Invoices & Credit Note for Clients.
- Issuing P.O. for vendors, recording of Vendors bills (for Direct & Indirect cost)
- Debtor’s reconciliation for Billing & Follow up for Collection with Clients.
- Creditor’s reconciliation for Direct & Indirect cost.
- Sale & Purchase reconciliation on weekly & Monthly basis.
- GST working (GSTR1, GSTR 2A &2B, GSTR 3B), Payment
- TDS working, Payment & Return Filling.
- MIS reports for seniors on Weekly & Monthly basis (MIS reports includes Sale, Purchase, Expected Collections from Clients, Expected payout to vendors, outstanding balance of Debtors & Creditors etc.)
- Petty Cash & Reconciliation on weekly & monthly basis
- Bank Reconciliation on daily & monthly basis
- Reconciliation & recoding of Employees reimbursement bills as per Policies
- Intercompany (Branch & H.O.) reconciliation on Monthly basis.
- Internal Audit & Yearly Audit
- Handling day to day accounting
- Calculation of day to day fund need and give it to management
- Maintain Bills & records filling
- Office Assets Maintenance & Repair, follow up etc.

ACADEMIC / PROFESSIONAL CREDENTIALS

- MBA (Finance) (From Web Univ. Management Institute, Gurugram – In Year 2011), M.D.U., Rohtak
- B.com (From Govt. P. G. College, Sec.9, Gurugram – In Year 2008), M.D. University, Rohtak
- 12th (From Govt. S. S. School _Boys Sohna - In Year 2004), Board Of School Education, Bhiwani
- 10th (From Govt. High School, Ghamroj – In Year 2002), Board Of School Education, Bhiwani

COMPUTER PROFICIENCY

- One year Computer Course of **Finance Executive** from **ICFE**, Sec.14 Gurugram
- Tally ERP 9.0, Microsoft Office, Internet
- Software worked with – Sensys Easy PAY (Salary), Sure TDS

ADDITIONAL INFORMATION

Personal Strengths:

Confident, Positive attitude, Punctual, Honest, Smart worker

Hobbies:

Listening music, watching movie, travelling

Personal Details:

Father Name	:	Sh. Himmat singh
Date of Birth	:	24 th April 1986
Nationality	:	Indian
Marital Status	:	Married
Sex	:	Male
Language known	:	Hindi, English
Prefer Location	:	Gurugram
Permanent Address:		H.No. 308, Village & Post Office - Ghamroj, Near Bala Ji Vatika, Sohna Road, Distt. Gurugram, (HR), Pin 122102

DECLARATION

I do hereby declare that the above statements furnished by me are true to my knowledge and belief.

Date:

Place: Gurugram

(KRISHAN KUMAR)