**VIPIN KUMAR**

Mobile:09811255598~E-mail**:**vipin\_pinku23@yahoo.com

**~** Key Skills **~**

- MIS Preparation - Customer Settlement - Reconciliations

- General Accounting - Commercial Activities - Sale Tax (VAT / CST) - Tally.ERP Software - Debtor / Vender Management

An accomplished & innovative personwith **over 5.0 years’** progressive experience in**Indirect Taxation & Commercial Activities,Accounts Receivable, Accounts Payable&**overall controlling on Branch Offices of EPC Division for Turnkey Projects. Highly successful in building long-lasting relations with Vendors & other employees of the organisation and ability to handle multi skilled team.

CAREER CONTOUR’

**Since October 2015**

**Wintech Engineers Pvt Ltd, Gurgaon as Sr. Executive**

Wintech Engineers Pvt Ltd(WEPL) is an ISO 9001:2000 integrated Commisionering & Manufactory of Electrical Panel company, We Presently Execute Projects in Turnel work, Water Supply,& Construction Work for Delhi Metro,Delhi Jal Board, JWIL, Siemens Ltd**.**

**Current Work Profile: -**

1. **INDIRECT TAXATION**

* Coordinate of All Indirect Activities.
* Calculation and Payment of all Statutory Duties: - VAT /CST before due dates.
* Filling of all Statutory Return: - VAT for Delhi, Haryana, States.
* Collection of C Form, E1 & Form ST38 and Form D1 from the Sales Tax departments including distribution for the same to the suppliers.
* Clarification of Consultant Queries for Assessment of Sales Tax.
* Clarification of Auditor's Queries for Tax Audit.
* Tds Calculation, Depositing, & Webtel Software Entry & Return Filing

1.1 **GENRAL ACCOUNTING MONITORING**

* Monitoring on Book keeping of all aspects for Account Receivable and Account Payable.
* Project Accounting and branch accounting for EPC.
* Handling Petty cash, Reimbursement Bill of Employee and monthly staff salary.
* Verification of Bill approval sheet of supplier & contractors.
* Independently handling of suppliers, contractors outstanding.
* Preparing MIS Report, Debtor/Vendor Report.
* Reconciliation of party ledger, Duty & Taxes A/c and stock statement on monthly basis.
* Monthly MIS to Accounts Head and other Related Departments.
* supplier and Petty Contractor account reconciliation
* Cash voucher, Purchase voucher, Journal voucher, Bank Payment, Bank Receipt entry

**October 2012 to September 2015**

**Aravali Infrapower Ltd, Delhi as AccountsExecutive**

**ARAVALI INFRAPOWER LIMITED(AIPL)** is an ISO 9001:2000 integrated infrastructure& Manufactory company, We Presently Execute Projects in **Power Transmission & Distribution.**The Power Division is engaged in the construction of **T L** up to **400 KV**, Electrical Substations up to 400KV, construction of HVDS as well as Railway electrification, Rural Electrification ground cabling for **PGCIL, DHBVNL, APTRANSCO, UPPTCL,HPSEB&WBSETCL.**

**Current Work Profile: -**

1. **INDIRECT TAXATION**

* Coordinate of All Indirect Activities.
* Calculation and Payment of all Statutory Duties: -VAT /CST before due dates.
* Filling of all Statutory Return: -VAT for Delhi, Haryana, UP, Bihar, Uttrakhand States.
* Collection of C Form, E1 &Form ST38 and Form D1 from the Sales Tax departments including distribution for the same to the suppliers.
* Clarification of Consultant Queries for Assessment of Sales Tax.
* Clarification of Auditor's Queries for Tax Audit.

1.1 **GENRAL ACCOUNTING MONITORING**

* Monitoring on Book keeping of all aspects for Account Receivable and Account Payable.
* Project Accounting and branch accounting for EPC.
* Handling Petty cash, Reimbursement Bill of Employee and monthly staff salary.
* Verification of Bill approval sheet of supplier & contractors.
* Independently handling of suppliers, contractors outstanding.
* Preparing MIS Report, Debtor/Vendor Report.
* Reconciliation of party ledger, Duty & Taxes A/c and stock statement on monthly basis.
* Monthly MIS to Accounts Head and other Related Departments.
* supplier and Petty Contractor account reconciliation
* Cash voucher, Purchase voucher, Journal voucher, Bank Payment, Bank Receipt entry

**August 2009to September’2011**

**J.S. Jain Agro Industries Pvt Ltd Shamli (U.P.)as Accounts Assistant**

**An ISO 9001 certified, J.S.Jain Agro Industries Pvt Ltd**is a Tradingcompany. **SPIL**is a Wheel & Excel of Tractor & Commercial Vehicle.

**JOB PROFILE**

1. GENRAL ACCOUNTING

* Monitoring on Book keeping of all aspects for Account Receivable and Account Payable.
* Project Accounting and branch accounting for EPC.
* Cash Accounting , Bank Accounting & Journal Accounting in ERP
* Preparation of Various MIS Report like monthly sales and purchase analysis, monthly and Creditor Status and Debtor Status.
* Handling of Internal & Statutory Audits
* Monthly Reconciliation Accounts
* Calculation and Payment of all Statutory Duties: -VAT before due dates.

PROFESSIONAL ACADEME

* Professional Diploma in Tally &Computer Accounting.
* Accounting Software TallyERP9

ACADEMIA

* M.Com from C.C.S. University (Meerut).
* B.Com from C.C.S. University (Meerut).
* Intermediate from U.P. Board Allahabad.
* Matric from U.P. Board Allahabad.

COMPUTER FORTE’

* Proficient in working with Windows XP, Ms-Office (Word, Excel &Tally ERP 9 ), Internet and email using Outlook.

PERSONAL DOSSIER

Date of Birth : 17/11/1985

Father name : Sh. Mahendra Singh

Gender : Male

Marital Status : Married

Religion : Hindu

Nationality : Indian

Communication : Sector-7, Rohini, New Delhi 110085

Address

Permanent : C.B.Gupta Colony, Budhana Road Shamli, District Shamli (U.P.)

Address

Linguistic abilities : Hindi, English

Date:-

Place: - VIPIN KUMAR