

## CURRICULUM - VITAE



### PRAVEEN KUMAR

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Seeking assignments in **Bookkeeping Journal Entries, Direct & Indirect Taxation (Central Excise, Service Tax, VAT, WCT and TDS, PF, ESIC, LWF)** with an Organization of repute.

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### Professional Snapshot

- \* A qualified Post Graduate Degree in **MBA Finance & HR** Management with quality experience in handling Direct Tax & Indirect Tax related issues & Audit functions.
- \* Presently working with **Bawarchi International Group Co Ltd Gurgaon Haryana** .As **Sr. Accounts & Finance** (Direct & Indirect Taxation) Setting up Fooding Supply Chain Hotel Industries in India Gurgaon Haryana
- \* Comprehensive understanding of concepts of MS- Office & Tally.ERP9 ,and Intuit QuickBooks Accounting Software .
- \* Strong analytical & Organization abilities with adeptness in formulating accounting system, preparing accounting records, financial statements.
- \* Seeking & Suitable Positions in the area of Finance & Accounts and HR, Direct & Indirect Taxation i.e. TDS Sale Tax ,Excise & Service Tax ,CST & WCT ,PF ESIC & LWF with a growth oriented Organization
- \* Carries a positive attitude, enthusiastic and a firm believer of team work.

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### Key Functional Strengths

#### Company Profile

One of the Largest **Bawarchi International Group Co Ltd in Gurgaon** Fooding Supply chain & Hotel Industries in India (Gurgaon, Chandigarh , Bhubaneswar, Delhi and abroad (Bangkok Thailand & Other Countries )

#### Job Responsibility

- **Statutory compliance** - TDS , Service Tax , VAT , ESI , PF , LWFetc
- Preparation of Monthly **MIS - Balance sheet / profit & loss account / Cash flow and fund** flow variance analysis thereof
- Preparation / compilation of data related to VAT assessment / Income Tax assessment service tax audit etc
- Handling Internal audit / Statutory audit / Tax audit / Management audit etc
- Book keeping, journal entries, vouching including Ledger scrutiny.
- Debtors management & creditors management including reconciliation thereof Group company reconciliation
- To provide all details and documents to Internal and Statutory auditors for Audit and also clarify auditors' issues.
- To provide all details and documents required by secretarial department such as - Related party transaction, XBRL reporting, Directors report etc.
- Any work assigned from time to time from management
- Prepare to all file reports Haryana VAT /Sale Tax, TDS, Service Tax, Central Excise, WCT, Form C, Inwards & Outwards Form 38 & Vat D1 Form & VAT E1

### **Past Experience**

3 April 2013 to 18 October 2014

#### **Job Responsibilities**

##### **Accountant & Office Administration**

**M/s Desfab Infratech Pvt Limited, (Desfab Engineers & Builders)** Gurgaon as Indirect Taxation & HR (Service Tax, TDS, VAT, WCT and CST & Excise PF, ESIC, LWF & Salary Project Wise)

- Prepare to the All Reports & MIS Related to Organization
- Cash Handling & daily Bank Book & Bank Guarantee Follow-ups
- Prepare to the all reports & MIS related to Organization Journal Entry Debit note & Credit Note Sale Billing & Purchase Invoice & debtors & Creditors & Bank reconcile.
- Unit wise Accounting controlling running Bills & Purchase Bill and Other Commercial aspects

#### **Previous Experience**

15 June 2012 to 25 March 2013.

##### **Accounts Executive**

**M/s M.S Golden Marketing Pvt Ltd (ITC Ltd), Sitapur U.P**

#### **Job Responsibilities**

##### **Wings Software Accounting & Sify Software Accounting**

- \* Keep the Inventory Records.
- \* Prepare to Journal Entries Trail Balance Profit & Loss and Balance sheet
- \* Sify-Software on Line Forum Cash Book, Bank Reconcile (Sale Billing & Purchase Invoice)
- \* Prepare to the All Reports & MIS Related to Organization
- \* Co-Ordination with Auditors
- \* Prepare to the all controlling running bills Debtors & Creditors

#### **Academic Credentials**

- \* MBA (Specialized in **Finance & HR**) Sacred Heart Institute of Management & Technology from GBTU University, Lucknow
- \* Graduation (**B.Com.**) D.D.U Govt. PG College from Kanpur University in 2009
- \* Intermediate: A.D.S.V.M Inter College (**COMMERCE**) from Uttar Pradesh in 2006
- \* High School: R.S.Y.M.H.S.S (**SCIENCE**) from Uttar Pradesh in 2004

#### **IT Credentials**

\* IT SKILLS: Windows/ MS office (Word, Excel,) SAP /Tally9 ERP Module /Intuit QuickBooks Accounting Software /Sify Software Accounting/Wings Software Accounting.

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#### **Extra-Curricular Activities**

- \* Visited to Aqua-Mall Water Solution Ltd Baddi Chandigarh in Feb-2012
- \* Visited to Bajaj Hindusthan Ltd Sugar unit Gola U.P Oct 2011
- \* Visited to Halonix Ltd Sidkul, Haridwar U.K April 2011

## **Projects Undertaken**

### **Academic Project:**

#### **1. SAP Software & Financial Analysis Bajaj Hindus than Ltd Sugar Unit Gola, Lakhimpur**

\* I have completed Project report during MBA Second Semester form 2 Months regarding SAP Software & financial Analysis Liquidity test Ratio"

\* Studied and Analyzed the Accounting System & Accounting Policies in SAP Software in BHL

\* Analyzed the factor Cost Sheet, Profit & Loss Ratio Analysis and Interpretation Data in BHL

#### **2. Academic Project: The Role Back end Support Sify Software Indian Tobacco Company Ltd**

##### **Luck now**

\* I have completed Project report During MBA fourth semester regarding "The role Back end Support sify- Software for FMCG Business ITC LTD

### **PERSONAL DETAILS:-**

FATHER NAME:- Mr. Jagadish Prasad

DATE OF BIRTH:- 16 Th May 1990

MARTIAL STATUS:- Unmarried

ADDRESS: (Present) FLAT NO.-2333/3 Rajiv Nagar, Gurgaon, and Haryana

**(Praveen Kumar)**

**(Signature)**