

**KAMAL SINGH MEENA**

A-42, Shiv City, Ayodhya Nagar, Phase-II,

Bhopal -462 041 (M.P.)

Mob. No: **7869535664, 9770137847.**E-Mail: [kamalmeena444@gmail.com](mailto:kamalmeena444@gmail.com)

* **Professional Objectives :**

To secure a challenging role as an Accounts Manager or Finance & Accounts Head where my 14+ years of diverse experience in accounting, financial management, and compliance will drive organizational excellence and support strategic financial decision-making.

**AIM**: As a professional carrier, I want to put my skills & Knowledge in organization with Company’s objective, I want to make different position in organization.

* **SKILL DETAILS : -**

**Category: Accounts, Taxation &Auditing.**

**Key Skill: -** 1- Computer Accounting with TCS Software and Tally ERP, Tally Prime.

2- Auditing all sorts of Ledger& Accounts.

3- Handling all official activities.

#### EDUCATION QUALIFICATIONS: -

**Graduation: -** B.Com Completed From Gandhi PR Collage Bhopal.

**Higher Secondary: -** Passed Higher Secondary Examination from Itarsi.

**High School: -** Passed High School Examination from Itarsi

* **ADDITIONAL QUALIFICATION : -**

DCA-Diploma in computer application Tally & computer operation excellent knowledge in Tally.ERP 9 and Tally Prime and TCS Software, M S office & Internet.

* **PREVIOUS EMPLOYER: -**
* **Since March, 2006 to April,2010 :**

**Sanwaria Agro Oils Ltd. (Head office)** – Worked as an **Accountant** of all Firm

And handle all work of Audit.

* **Since April,2010 to May 2012 :**

**RajpalAbhikaran (Bhopal) Pvt. Ltd., (RAJPAL TOYOTA) -** Worked as an **Accountant**

And handle all work of Audit & Taxation.

* **Since May,2012 to June 2015 :**

**Simply Foods Aashima Mall Bhopal -** Worked as an **Accountant** and handle all work of Audit, Taxation and Account Finalization.

* **Since July, 2015 to July 2019 : -**

**Oshnic Crop Science Limited, Bhopal** - Worked as an **Sr. Accountant** and handle all work of Audit, Taxation and Accounts Finalization.

* **Since July 2019 to Oct 2020 : -**

**Shrashti Homes Pvt. Ltd. (Ruchi Group, Indore) -** Worked as an **Sr. Accountant** and handle all work of Audit, Income tax, GST, Taxation and Accounts Finalization.

* **Since Nov 2020 to Mar 2022 : -**

**Fonty Supply Chain Solutions Pvt. Ltd. Bhopal -** Worked as an **Sr. Accountant** and handle all work of Vendor’s related and TDS, GST returns filling.

* **Since Apr 2022 to Present Working : -**

**Badri Cotsyn Pvt. Ltd. Bhopal (Badri Group) -** **Presently working as an Deputy Manager - Accounts and handle all work of Accounting and Balance Sheet finalization**.

* **TOTAL EXPERIENCE : -**
* **Total Experience above 18 Years 5 Month in Departments of Accounting field.**
* **JOB RESPONSIBILITIES: -**
* **Accounting –** Handling the Billing for complete package & Journal/Bank/Cash/Debit

Note & Credit Note& Interest Calculation, Cash & Credit Discount Working & All

Creditors Expenses Due Record maintain in **TCS and Tally Prime and ERP9**.

* **Auditing** – Checking of All Accounts works for Finalization of Balance Sheet,

Preparation of Documents for Assessment, Tax Audit and e-filing of returns of GST.

* **GST** – Preparation and Filing of GST Returns and GST Entry & Return Working.
* **Income Tax** – Preparation and Filing of Income Tax Returns and Compliance of TDS

Deduction, payment, return etc.

* **Cash/Fund Flow** – Cash flow and fund flow statements & Handling Petty Cash &

Monthly Cash verification statements.

* **Inventory** - Sales, Purchase, Inventory Audit and Stock Valuation.
* **Bank** - Preparation of Bank reconciliation statement & handling banking operations

Account Reconciliation with Customers and Vendors.

* **H. R. Related** - EPF, ESIC & P.T. Monthly challan Working & deposit contribution and Salary Making and HR Related works as require.
* Maintenance of day to day Accounts & Finance transactions including verification of all types of vouchers Verification of Inventory (Quarterly/Six Monthly/Yearly) & Finalizing Inventory for Balance sheet Accounts Receivable (AR) reconciliation & monitoring outstanding receivables on day to day basis with age wise analysis.
* Accounts Payable reconciliation & managing fund allocations for overdue payables accordance with age wise analysis and Preparation of Fund flow statement and Profitability analysis and any other data/report depending upon the nature of the project.
* Computer Accounting with TCS and Tally Prime, ERP 9 Payroll package.
* Other administrative jobs related work given by management.
* **Accounting Skills:**

1. Accounts Analysis.
2. Accounts Payable/Receivable.
3. Annual Reports/Profit & Loss/Balance Sheet.
4. Banking/ Bank Reconciliations.
5. Financial Accounting/Reporting.
6. Fixed Assets/Depreciation.
7. Direct Tax & Indirect Tax, Interest Calculation.
8. Payroll, Payroll Taxes.
9. Prepaid Income/Expenses.
10. State Tax Law/Company Law.
11. Tax Analysis/Compliance/Filing/Liabilities/Reporting/Returns.
12. Audit, Audit Reports.
13. GST Return & Reconciliation.
14. Income Tax/Advance Tax/TDS/Return Preparation & Filing.
15. Strong Coordination Skill.
16. Mail Communication.

* **PERSONAL DETAILS : -**

**Name :** Kamal Singh Meena

**Father’s Name :** Late Shri Prahlad Singh Meena

**Mother’s Name** : Smt. Sitadevi Meena

**Spouse Name** : Smt. Lakshita Meena

**Date of Birth :** 12/04/1989

**Marital Status :** Married

**Language Knowledge** : Hindi & English

Declaration:

**I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.**

**Place : Bhopal**

**Date :02/09/2024 (KAMAL SINGH MEENA)**