

CURRICULUM VITAE

JOB PROFILE: - ACCOUNTANT

TUSHAR KUMAR

ADD- MCF B-44, SECTOR-4, BALLABGARH

FARIDABAD

CONTACT NO – 9311056834

EMAIL ID – tusgeeta02@gmail.com

SUMMARY

Experienced Accountant with a strong background in financial reporting, account reconciliation, and tax compliance. Proficient in using accounting software and tools, including Tally ERP 9, Tally Prime, and MS Office. Skilled in data entry, document organization, and generating invoices, e-way bills, and delivery challans. Detail-oriented with strong analytical skills and a proven track record of identifying and resolving discrepancies in financial data. Accomplished in preparing accurate and timely financial statements and collaborating with team members to improve financial processes. B.Com Honors graduate from The University of Delhi with a strong understanding of accounting principles and taxation.

EDUCATIONAL QUALIFICATION

- ❖ Secondary Education Passed from Haryana Board
- ❖ Senior Secondary Education Passed from CBSE Board
- ❖ B.com Honors passed from DELHI UNIVERSITY.

COMPUTER KNOWLEDGE

- ❖ MS Office
- ❖ MS Excel
- ❖ MS Word
- ❖ Tally Erp-9 & Tally Prime

WORKING EXPERIENCE

- ❖ 1 year working with UK Engineering Works as a Billing Executive (August 2020 to September 2021).
- ❖ 6 months working with Sanskriti Pvt Ltd as an Account Executive (October 2021 TO March 2022).
- ❖ 2 years and 6 months working with TCS & ASSOCIATES PVT.LTD. (TCS AUTOWORLD) as an Accountant (May 2022 TO NOVEMBER 2024).

- ❖ 6 months working with MULTITECH MOTORS LLP (TATA MOTORS) as an Accountant.(NOVEMBER-2024 TO APRIL-2025)

RESPONSIBILITIES

- ❖ Recording and analyzing financial transactions.
- ❖ Performing reconciliation of Maruti statement.
- ❖ Proficiency in using MARUTI Software DMS & Dealer Extranet.
- ❖ Proficiency in using TATA software Siebel.
- ❖ Record daily sales and purchase transactions.
- ❖ Process daily receipts and payment entries.
- ❖ Conduct regular checks on outstanding balances.
- ❖ Perform GST R1 reconciliation using the portal.
- ❖ File GST R1 returns.
- ❖ Undertake GST R3B reconciliation from GST portal 2B.
- ❖ File GST R3B returns.
- ❖ Carry out bank reconciliations.
- ❖ Reconcile UPI, card, and cash transactions.
- ❖ Perform stock reconciliations.
- ❖ Execute monthly branch reconciliations.
- ❖ Ensure accurate processing of TDS (Tax Deducted at Source).
- ❖ Reconcile ledgers meticulously.
- ❖ Facilitate timely vendor payments.
- ❖ Conduct thorough reconciliations of debtors and creditors.
- ❖ Generate E-way bills and e-invoices.
- ❖ Utilize advanced Excel functions, including VLOOKUP, SUMIF, COUNTIF, CONCATENATE, and Pivot Tables.
- ❖ Demonstrate proficiency in Tally Prime and Tally ERP-9.
- ❖ Maintain clarity in the suspense ledger at all times.
- ❖ Manage bookkeeping activities efficiently.
- ❖ Maintain accurate balance sheets.
- ❖ Organize and manage documentation systematically.
- ❖ Support the auditing process by ensuring all necessary documents are prepared and available.
- ❖ Managed and maintained accurate records of all Accounts payable and receivable transactions. Conducted regular reconciliations to ensure timely and accurate payments and collections. Identified and resolved discrepancies to maintain the integrity of financial data.

ACHIEVEMENTS

- ❖ Gold medal in an inter-school competition.
- ❖ Achieve gold medal & certificate from Deputy Commissioner of sector-15 & Amar Ujala for scholarship in class 10th from & Photograph in Newspaper of Amar Ujala.
- ❖ Achieve Trophy from Jatt Committee & from Mr. VIPUL GOEL our cabinet minister.
- ❖ Achieve scholarship certificate from MRS. SEEMA TRIKHA our MLA

PERSONAL DETAILS

Name	:	Tushar Kumar
Date of Birth	:	15 th August 2002
Marital Status	:	Unmarried
Language known	:	English & Hindi
Religion	:	Hindu
Gender	:	Male
Salary	:	As Per Government Schemes & Market Norms

DECLARATION

The above statements are true to the best of my knowledge and belief.

DATE:

PLACE: FARIDABAD

SIGNATURE OF APPLICANT

(TUSHAR KUMAR)