

# Paras Kumar

---

📍 56B, Mayur Bhawan, Press Enclave, Vikas Nagar, New Delhi – 110059

📞 +91 8447520617 | ✉️ pk6416503@gmail.com

## Professional Summary

Dedicated and detail-oriented Account & Finance Professional with 7 years of experience in accounting, bookkeeping, GST compliance, and financial reporting. Skilled in managing invoicing, reconciliations, TDS, and MIS reporting. Proficient in Tally Prime, Tally ERP 9, MS Office Suite and committed to delivering accuracy and efficiency in financial operations. Currently working with BMW Motorrad.

## Core Competencies

- Financial Accounting & Reporting
- GST, TDS & Tax Compliance
- Accounts Payable & Receivable
- Bank Reconciliation & Cash Handling
- Bookkeeping & Journal Entries
- Invoicing & e-Way Bills
- Debtors & Creditors Management
- Proficiency in Tally Prime, Tally ERP 9, MS Word, Excel, PowerPoint

## Professional Experience

### • **BMW Motorrad – Delhi & Gurugram**

Accounts Executive | Feb 2023 – Present

- Managing day-to-day accounting operations including GST and TDS Knowledge.
- Preparing financial statements, MIS reports, and reconciliations.
- Handling vendor payments, purchase entries, and imprest account management.

### • **Vishal Trade Link – New Delhi**

Accountant | Jul 2018 – Jan 2023

- Independently handled invoicing, e-invoicing, and e-way bill generation.
- Maintained accurate books of accounts including journal entries and ledger posting.
- Conducted debtors & creditors reconciliation and prepared bank reconciliation statements.
- Supported statutory compliance including GST portal working and tax filing.

## **Education & Qualification**

- B. Com – University of Delhi, 2020
- 12th (Commerce) – CBSE, Delhi, 2017
- 10th – CBSE, Delhi, 2014

## **Certifications & Skills**

- Certificate in Computer Applications (Parvati Computronix)
- Proficient in Tally ERP 9, Tally Prime, MS Office, Internet Applications

## **Personal Details**

- Date of Birth: 10 Feb 1998
- Marital Status: Married
- Nationality: Indian
- Languages: Hindi, English