



AMIT KUMAR

Graduate Accountant

PROFILE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

CONTACT

Mob. No.- +971523162232
E-Mail:ak30601277@gmail.com

ADDRESS:

Al Louz Building, Alibin Abi Taleb Street
P.O.Box-44475 Bur Dubai

PERSONAL DETAILS:

_Date of Birth : 16-12-1997
Marital Status : Single
Nationality : Indian
Father's Name : Ummed lal

LANGUAGE:

Read - Hindi, English
Write - Hindi , English

EDUCATION

High school St.Joseph Inter College Meerut Uttar Pradesh Subject- Commerce	2011
Intermediate St.Joseph Inter College Meerut Uttar Pradesh Subject- Commerce	2013
B.com (Bachelor's Degree in Accounting) CCS University Meerut Uttar Pradesh	2016
M.com (Master's Degree in Accounting) CCS University Meerut Uttar Pradesh	2018
LL.B (Bachelor of Law) CCS University Meerut Uttar Pradesh	2021

WORK EXPERIENCE

Girish Kumar & Co. **04-2018 to 06-2021**
Assistant Accountant
3 Year experience in CA firm(Girish Kumar & Co.) As a Assistant Accountant.
Duties :-

- Taking a proactive role in managing and collecting debts of company debtors.
- Ready all the documents before the tax filling.
- Settings up of terms and conditions of credit. Ensuring timely payment of debts.
- Day to day entries of company also Sales & Purchase, Receipt & Payments entries in Tally ERP.9.
- Preparing sales invoices & the up keep of an accurate accounts filling system.
- Preparation and input of month end journal vouchers.
- Inputting, Matching, batching and coding of invoices.
- Debtor and creditor reconciliations.
- Supervising junior financial staff.
- Fixed assets accounting, reconciliations and depreciation journals.
- Assist in the preparation of monthly balance sheet account reconciliations
- Inputting of supplier invoices and employee expense claim to the ledgers.
- All the finance related bank works.
- Prepared accurate quarterly and annual statements.

INTERESTS

Playing & Watching cricket ,
Reading books, Travelling

Internal Audit :-

- Checking of purchases, sales, stock debtors and expenses etc of school, colleges.
- Audit of various school and societies registered u/s 10A established and other manufacturing firm and other nearby cities.
- Assist with the preparation of written reports to internal customer and management.
- Follow-up on open audit findings and their resolution.

Birla Sun Life Insurance Company
Office Assistant

02-2017 to 03-2018

Duties :-

- Filling all the forms of insurance and with verified documents and also managing all the accounts of company.
- Managing paper works in the office.
- Managing receipt and payment of company.
- Managing own performance in a business environment.
- Events, Meeting and activities.
- Handling problems and operational issue.
- Financial .management
- Open and close files work with office Manager with data quality.
- Perform other related support duties as requested, such as answering phones, processing mail, assisting customers, scanning, photocopying.
- Maintain proper records for reporting and audit purposes.

SKILLS

- English typing speed 30 wpm
- Ms office (Ms excel , word)
- Tally ERP.9.
- Data Entry
- Inventory Management.

PASSPORT DETAILS :

- Passport No. - V3406953
- Date of Expiry - 28-10-2031

STRENGTH :

- Enjoy working in group.
- Always ready to learn.
- Good focus on work.
- Multi-Tasking.

Signature.....

Date.....

