

## **Vikram Singh Bisht**

18, Chander Road, Dalanwala

Dehradun {Uttarakhand}

E Mail : vbisht46@gmail.com

Phone : 8126420042, 9760044770

DOB : 11th of July'96



**Seeking assignments in Finance & Accounts with an organization.**

<b>Career Conspectus</b>	<ul style="list-style-type: none"><li>• Pro-active and result oriented, Main subject Accounts, Business &amp; Economics and mainly interested in finance and management.</li><li>• Well conversant with Accounting and monthly closing of books of accounts &amp; various financial reports.</li></ul>
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### **EDUCATION**

YEAR	Degree	Institute/School	Achievements
2019	M.Com	Uttarakhand Open University	Second Division
2017	B.Com	Uttarakhand Open University	Second Division
2014	Intermediate	Central Board of Secondary Education	Second Division
2012	High School	Central Board of Secondary Education	Second Division

<b>Skill Acquired</b>	<ul style="list-style-type: none"><li>• Accounting and Books Keeping i.e. manual as well as computerized.</li><li>• Accounting Packages: Tally &amp; SAP Business One.</li><li>• Other Package / Software: MS Word, MS Excel, MS PowerPoint, Aatithya, Internet &amp; Networking</li><li>• Having a good Knowledge of Tally and MS Excel.</li><li>• Typing Speed More than 40 Wpm.</li></ul>
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### **WORK EXPERIENCE**

**Radius Systems Pvt Ltd.**

**(Apple Authorised Sales and Service Partner).**

**Accounts Executive**

**Dec-19 to Present**

<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Preparing tax returns and ensuring that taxes are paid properly and on time.</li><li>• Responsible for Stock inward and outward of sales and service.</li><li>• Ledger reconciliation of Debtor's &amp; Creditors.</li><li>• Bank reconciliation and Card machine reconciliation on daily basis.</li><li>• Preparation of various reports for the management as required on daily, weekly or monthly basis.</li><li>• Reconciles financial discrepancies by collecting and analyzing account information.</li><li>• Preparation of GSTR 2A reconciliation and various Taxes at the end of month.</li><li>• Responsible for Issue Tax Invoices to Customer's and Vendor's.</li><li>• Branch Reconciliation and Inventory reconciliation at the end of every month.</li></ul>
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**Dowson Technology Pvt Ltd.**

**(Oppo Mobiles Service part)**

**Accountant**

**Jul-19- Nov-19**

	<ul style="list-style-type: none"><li>• Maintain Cash book of Service Centers &amp; Swapping Machine Amount Reconciliations.</li><li>• Prepare GSTR 1 &amp; GSTR 2 summary list &amp; send detail to consultant before deadline.</li><li>• Prepares payments by verifying documentation, and requesting disbursements.</li><li>• Prepares Service Operation data by analyzing account information from CRM.</li></ul>
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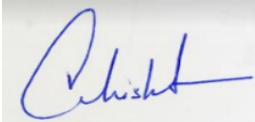
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Inventory management and day to day inventory reconciliation.</li> <li>• Book all Purchase, Sale, Debit Notes &amp; Credit Notes in Tally.</li> <li>• Preparation of various reports for the management as required on daily, weekly or monthly basis.</li> <li>• Prepare Agreement of vendor's &amp; process reimbursable invoices.</li> <li>• Booking of all Purchase &amp; Sales Invoice of Stock &amp; Issue tax invoices to Vendors.</li> <li>• Bank Reconciliation &amp; Prepare Monthly expense report as per statement.</li> </ul>
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<b>Oppo Mobile Ds Pvt. Ltd.</b>	<b>Sales Accountant</b>	<b>Mar-17 to Sep-18 &amp; Nov-18-Jun-19</b>
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<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Make Daily Tax Invoices to all Distributors against Purchase Order.</li> <li>• Prepare GSTR 1 &amp; GSTR 2 summary list &amp; send detail to consultant before deadline.</li> <li>• Issue Delivery Note &amp; Receipt Note of all stock &amp; Reconcile stock with tally.</li> <li>• Inventory physical checking and Reconciliation with Tally and their software.</li> <li>• Book all Purchase, Sale, Debit Notes &amp; Credit Notes in Tally.</li> <li>• Daily Cash &amp; Bank Reconciliation, Branch Ledger Reconciliations&amp; Creditor' Reconciliation.</li> <li>• Taking Confirmation letter from all Debtor's &amp; Creditor's in the end of every month.</li> <li>• Check ledgers &amp; Cost Centre reconciliation.</li> <li>• Booking of all Purchase &amp; Sales Invoice of Stock &amp; Issue tax invoices to Vendors.</li> <li>• Checking of all Sales &amp; Purchase with their software &amp; check GSTR 3B for filing the return.</li> </ul>
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<b>Hotel Park View Premium</b>	<b>Accountant</b>	<b>Apr 2015 - Mar 2017</b>
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<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Preparations of day to day payments &amp; receipt (Chq &amp; Cash) reports &amp; send to account head.</li> <li>• Responsible for Issue tax invoices to customer and reconciliation of Amount receivables from customers.</li> <li>• Maintain All Voucher &amp; Bills Files Records.</li> <li>• Maintain party ledger &amp; daybook regular Basis.</li> <li>• Monthly Bank &amp; Swapping machine Reconciliations.</li> <li>• Responsible for Calculate &amp; deposit the VAT.</li> <li>• Responsible for Calculate &amp; deposit the TDS (Monthly basis).</li> </ul>
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<b>Declaration</b>	<p>I hereby declare that all the details furnished above are true to the best of my knowledge and belief.</p> <p>Signature : </p> <p>Date :</p>
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