**CURRICULUM VITAE**

**PANKAJ KUMAR Address: H.No.15, Street No.8A**

 **Siddarth Vihar Ghaziabad. U.P
 Contact. No. 07428167107**

 **Email: pankaj.maw@gmail.com**

|  |
| --- |
| **Objective**  |

To work for an organization that offers learning and an opportunity to carve out a dynamic career for myself. I would like to put my analytical skill and hard work to effective use and positively to the organization.

|  |
| --- |
| **Academic  Qualifications:** |

* Master of commerce **(M.Com)** From CCS University
* Bachelor of Law **(LL.B)** From CCS University.
* Bachelor of Commerce **(B.com)** From CCS University
* Intermediate (**Class XI & XII**) From Uttar Pradesh Board Of High School & Intermediate Education Uttar Pradesh.
* High School (**Class IX & X**) From Uttar Pradesh Board Of High School & Intermediate Education Uttar Pradesh.

|  |
| --- |
| **Professional  Qualifications:** |

* Six Month Diploma in Accountancy Manual & Computerized and Tally Accounting Package from Perfection Tally Academy.
* Microsoft Office (one Year Computer Course) Access, Excel, Power Point, Word and Outlook .

**Working Knowledge**

* Working Knowledge of **Enterprise resource planning** (**ERP**) & **Farvision Software**
* Working Knowledge of **Tally Software**
* Working Knowledge of MS office
* Working Knowledge of TDS & Service Tax.
* Working Knowledge of Sales Tax Monthly Return.

**EMPLOYMENT HISTORY**

* **Kamrup Group Housing (Real Estate )** **Dec-2014 to Till Date**

**Assistant Accounts Manger,** Reporting to Commercial Director and then Managing Director, responsible for revenue analysis, coordinates annual audit with big two accounting firm, leading monitoring and training junior colleagues and team. Preparation of Bank Reconciliation, look after Vendor Management, Preparation of TDS Return (Excel), Preparation Sales Tax Monthly Return. & Preparation Of monthly Consumption report and Preparation of Assessment Of Sales Tax.

* **Aditya Group (Real Estate) Delhi June 2010 to Nov-2014**

**Senior Accounts Executive,** Reporting to General Manager Accounts and Vice President. Responsible for Bookkeeping, Preparation of Bank Reconciliation

Look after Vendor Management, Coordinate Maintenance team. Sales accounting work like Preparation of Demand letter of Customer.

* **SVP Group** **(Real Estate & Education**) **Ghaziabad.** **Nov 2005 to May-2010**.

**Accounts Executive,** Reporting to Manger accounts Responsible Of accounting, Implement of Enterprise resource planning (ERP) Preparation of Bank Reconciliation, Preparation of Sales Tax Return Vendor & Supplier Management

**Personal Detail**

 Date of Birth                1st January, 1980

 Marital l Status Married

 Father Name           Lt. Sh. Kiran Pal Singh

 **Mob. No. 07428167107, 09971068077**

**Declaration**

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

**Place**-------------

Date-------------- (PANKAJ KUMAR)