

# RESUME

## **SUMIT**

**A-1-330 Sultanpuri Delhi 110086**

**E-Mail- maliksumit449@gmail.com**

**Contact- 91-8930774176**

## **CAREER OBJECTIVE**

To achieve a lead position in the field of Accounting and Taxation using my all expertise and knowledge.

## **WORKING EXPERIENCE**

Working in **Singhania Alu Foil containers co** as an **Accounts Executive** since JAN 2023.

- (Daily business accounting alongwith filing process of all bills/vouchers)
- (Monthly closing of GST compliance including GST excel working of GSTR 2B and Return filing (GSTR 1/GSTR 3B) by automation process using JSON of BUSY, and updation of GST Reco on monthly basis.)
- (Monthly TDS Challan working preparation in excel alongwith payment thereof and quarterly return filing 24Q, 26Q by using govt. utility.
- (Preparing Bank reconciliation on monthly basis.)
- (Preparation of Vendor Reconciliation on monthly basis.)
- (Downloading form 16/16A and correction of any type on Traces.)

## **ACADEMIC OUALIFICATIONS**

- 10<sup>th</sup> Passed from CBSE Board
- 12<sup>th</sup> Passed from CBSE Board
- B.Com Pursuing from SOL

## **COMPUTER SKILLS**

MS Word, MS Excel, Tally, Busy

## **Key Skills**

- Business Accounting in Tally Prime and BUSY
- GST (Entries/Challan payment, return filling)- GSTR 1,GSTR 3B, GSTR 2B
- TDS (Entries/Challan payment, return filling)- 24Q, 26Q
- ITR 1/ ITR 2/ ITR3/ ITR 4
- Calculation of depreciation under income tax act
- Debtor/ Vendor Reconciliation
- Bank Reconciliation
- Preparation of finalisation of Financial Statements of proprietorship
- Preparation of monthly Salary Sheet with EPF and TDS calculation.
- Advance payment of Tax.

## **STRENGTHS**

- Good Communication Skill
- Positive Attitude
- Self confidence
- Leadership quality

## **PERSONAL DETAILS**

Nationality : Indian  
Date of birth : 09-10-1998  
Father's name : Sh. Dhara singh  
Mother's name : Smt. Ishwanti Devi  
Marital status : Unmarried  
Languages known : Hindi, English  
Hobbies : Travelling/Watching movies , Reading

## **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

**DATE: -**

**PLACE: - DELHI**

**SUMIT**