

# Vikash Kumar

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Address.: H.No.-170, Ahir Mohalla, Nangloi, Delhi-110041

## Skills

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Experienced in **Accounts Payable and Receivable**, including processing vendor invoices, managing payment cycles, resolving vendor queries, generating customer invoices, monitoring incoming payments, and handling party account reconciliations. Proficient in **Cash and Bank Book Management**, with expertise in recording daily transactions and preparing bank reconciliation statements (BRS). Skilled in **Taxation and Compliance**, including timely TDS payments and preparation of GST reports such as GSTR-1 and GSTR-3B. Well-versed in **Financial Reporting**, generating accurate reports for payments, receipts, sales, and purchases, along with regular ledger maintenance.

## Work Experience

Dec 2020 – Present

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### GLOBE GOLDEN TRANSPORT

#### *Accounts and finance executive*

##### Responsibility: -

- ❖ Process vendor invoices, manage payment cycles, and resolve vendor-related queries in a timely manner.
- ❖ Generate and dispatch customer invoices, monitor incoming payments, and follow up for overdue receivables.
- ❖ Maintain accurate party account ledgers for both customers and vendors.
- ❖ Record daily cash and bank transactions; prepare and reconcile bank statements (BRS).
- ❖ Ensure timely and accurate payment of **TDS** and prepare statutory reports as per compliance requirements.
- ❖ Generate and file monthly/quarterly **GST returns** (GSTR-1, GSTR-3B), and maintain related records.
- ❖ Prepare detailed reports for **payments, receipts, sales, and purchases** for management review.
- ❖ Conduct periodic **account reconciliation** and ledger maintenance to ensure data accuracy.
- ❖ Assist in the **preparation of Profit & Loss statements** by compiling revenue and expense data.
- ❖ Support in preparing the **Balance Sheet** by summarizing asset, liability, and equity information.

## Work Experience

July 2019 -Dec 2020

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### ATLAS LOGISTICS PVT LTD

#### *Accounts assistants*

##### Responsibility: -

- ❖ Assist in processing vendor invoices, matching purchase orders, and preparing payment vouchers.
- ❖ Support in accounts receivable tasks, including invoice generation and payment follow-ups.
- ❖ Maintain and update party ledgers for both customers and suppliers.
- ❖ Record daily cash and bank transactions and assist in preparing bank reconciliation statements (BRS).
- ❖ Assist with TDS and GST compliance, including data entry for returns and basic report generation.
- ❖ Help prepare sales, purchase, payment, and receipt reports for internal use.
- ❖ Perform data entry and filing of accounting records and documents.
- ❖ Support the senior accountant in monthly closings, reconciliations, and other routine accounting functions.
- ❖ Coordinate with internal departments and vendors for billing and payment queries.

## Work Experience

Aug 2016-July 2019

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### GGT LOGISTICS PVT LTD

#### *Executive – Credit Control*

##### Responsibility: -

- ❖ Assist in processing vendor invoices, matching purchase orders, and preparing payment vouchers.
- ❖ Support in accounts receivable tasks, including invoice generation and payment follow-ups.
- ❖ Maintain and update party ledgers for both customers and suppliers.
- ❖ Record daily cash and bank transactions and assist in preparing bank reconciliation statements (BRS).

- ❖ Assist with TDS and GST compliance, including data entry for returns and basic report generation.
- ❖ Help prepare sales, purchase, payment, and receipt reports for internal use.
- ❖ Perform data entry and filing of accounting records and documents.

## Education

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- Passed B. Com in 2013 with 66% marks from L.N.M.U.
- Passed 12<sup>th</sup> standard in 2010 with 67% marks from BSEB.
- Passed 10<sup>th</sup> standard in 2008 with 55% from BSEB.

## Professional Summary

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Detail-oriented and dedicated Accounts and Finance professional with over 10 years of experience in Accounts Payable & Receivable, Financial Reporting, and Tax Compliance. Proficient in managing day-to-day accounting operations including invoice processing, payment reconciliation, TDS/GST compliance, and preparation of Profit & Loss and Balance Sheet. Skilled in MS Excel for advanced data analysis, MIS reporting, and dashboard creation. Strong ability to coordinate with internal teams and external vendors to support overall finance operations efficiently.

## Personal Details

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- Date of Birth: 16.11.1992
- Gender: Male
- Nationality: Indian
- Marital Status: Married
- Language Known: Hindi, English

## DECLARATION

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I hereby that all the above information is true to the best of my knowledge and belief.

**Date:-**

**Place:-**

**(Vikash Kumar)**