

CURRICLUM VITAE

RAJBIR KAUSHIK

45/8, VEDANT NAGAR

BAHADURGARH -124507 (H.R.)

PH. NO. : 09015445596, 9911447440

Email:- rajkaushik.ac@gmail.com

CAREER OBJECTIVE

- To work in a challenging and dynamic environment to keep adding value to my self and simultaneously contribute to growth and success of the organization.

SUMMARY OF SKILLS

- An energetic, self-motivated, assiduous work r skilled in all type of computerizes Accounting work. Possesses skilled knowledge in general as well as commercial Accounting up to trial balance. And a very quick learner and diligent. An individual Inspired and keen to work in to group culture for achievement of common goal.

ACADEMIC QUALIFICATION:

- High School from H.B.S.E.
- Higher Secondary from H.B.S.E.
- B.COM. From Delhi University

COMPUTER SKILLS:

- 1 Year Computer Diploma in Software
- Good Knowledge of Tally all version
- Good knowledge of MS word, Excell

WORK EXPERIENCE:

Presently working as an **Manager accounts & Finance** in M/s. Suich Industries Ltd. Since Oct, 15 to till Date

JOB PROFFILE :

- MIS reports for Managements
- Handling H.O. and Factory daily works
- Handling overseas accounts with bills and bank.
- Preparation of papers of imports and exports (Custom & Excise)
- Take care of foreign payments and receipts

- Verifying Bills, Book Keeping and Managing Accounts Payables & Receivables, Empresses
- Account Reconciliation (Bank, Parties etc.)
- Preparation of papers for bank Limits
- Manage workers records for different departments
- GST Returns
- Fill up all Statuary Forms like Sales Tax, Service Tax, TDS, TCS, VAT ,FBT,
- Fill up personal income tax return of Directors and relatives.
- Cash & Bank Voucher Preparation
- Finalisation of Final Accounts (Balance Sheet and P&L)

8 Years Experience as an Account Manager in M/s. Falcon Business Resources Pvt. Ltd. Since Oct, 06 to till Date September 2015

JOB PROFFILE :

- Verifying Bills, Book Keeping and Managing Accounts Payables & Receivables, Empresses
- Account Reconciliation (Bank, Parties etc.)
- Fill up all Statuary Forms like Sales Tax, Service Tax, TDS, VAT ,FBT,
- Cash & Bank Voucher Preparation
- Finalisation of Final Accounts
- Take care of foreign payments and receipts
- Book writing of overseas companies situated in USA and Singapore

14 Month Exp. As an Asst. Accountant in M/s. T S Kakkar & Co. Chartered Accountants

JOB PROFFILE :

- Auditing
- Prepare Bank & Cash Book Entries
- Prepare Balance Sheet and Profit and Loss Account
- Sale & Purchase Accounting
- All type of reconciliation

Working with "Sunil Khurana & Co. Chartered Accountant" as an Asst. Accountant for 13 Months

JOB PROFFILE ;

- General Accounting
- Responsible for systematic day activities of account department
- Handling of all office works

PERSONAL DETAILS;

Date of Birth : 25th October, 1985
Father Name : Sh. Sat Narayan Sharma
Marital Status : Married
Language Know : Hindi & English
Salary Drawn : 60,000/-PM
Expected Salary : Negotiable
Hobby : Travelling, Music, and Watching Cricket

DECLARATION :

I hereby declare that the above information given above is true to best of my knowledge & belief.

Place: New Delhi

Date:

(RAJBIR KAUSHIK)