CURRICULUM VITAE

SUMIT CHANDRA KASHYAP
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Address:A-1027 G.D Colony Mayur Vihar Phase–III New Delhi-110096

OBJECTIVE:

Seeking a challenging position under a quality environment where my skills and experience can be fruitfully utilized for the growth of organization and myself.
I am rated to possess good academic, analytical and communication skills and endeavor to contribute to the Corporate world with my professional qualification and intellect and hence looking forward to be an integral part of organization.

EDUCATIONAL QUALIFICATION:

EXAMINATION	BOARD/UNIVERSITY	YEAR OF PASSING
B.Com	Sol Delhi University Delhi	2010
12th	CBSE Board New Delhi	2006
10th	CBSE Board New Delhi	2004

COMPUTER SKILLS:

- Basic computer knowledge course
- Working knowledge in MSOffice, Excel, Power Point &Interne tapplication
- Working knowledge in ERP
- Completed Diploma 'A' Level Computer Software Course From DOEACC Society.

STRENGHTS:

- Versatile and have ability to grasp new things quickly.
- Ability to work effectively in a team setting as well as individually.
- Good communication and comprehension skills.
- Strong analytical and problem solving skills
- Perfect understanding of the fundamental accounting concepts with ability to apply them.
- Positive approach to challenges
- Good disciplinary rule follows
- Punctuality & regular
- Good commends for control of accounting

PROFESSIONALEXPERIENCE:

- **Rajshree Services & Sales Pvt. Ltd.**
- **Account Assistant**
- **Feb-2025 toJun-2025**

Key Responsibility Area

- Accounting, extracting and compilation of various reports.
- Preparation of Bank reconciliation statements.
- Maintain Sale, Purchase of Company in Tally Prime.
- Reconciliation of Customer ledgers on a monthly basis.
- Create Purchase Order Matching Them with Purchase Invoice.
- Direct income and indirect income checking.
- Voucher entry.
- Preparation of Gst Returns (Gstr-1,Gstr-3B),ReconcileGstr-2withBookofAccounts.
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- **KTC Events and Hospitality Pvt. Ltd.**
- **Account Assistant**
- **Mar-2023 toJan-2025**

Key Responsibility Area

- Accounting, extracting and compilation of various reports.
- Preparation of Bank reconciliation statements.
- Maintain Sale, Purchase of Company in Tally Prime.
- Reconciliation of Customer ledgers on a monthly basis.
- Create Purchase Order Matching Them with Purchase Invoice.
- Direct income and indirect income checking.
- Voucher entry.
- Preparation of Gst Returns (Gstr-1,Gstr-3B),ReconcileGstr-2withBookofAccounts.

- **AJAY WADHWA & ASSOCIATES(CAFIRM)**
- **Account Assistant**
- **Sep 2020 To Oct2022**
- **Key Responsibility Area**

- Accounting, extracting and compilation of various reports.
- Maintain Accounts Of Clients.
- Preparation of Bank reconciliation statements.
- Reconciliation of Customer ledgers on a monthly basis.
- Creation of voucher & journal.
- Maintain sale, Purchase , Bank Update Clients In Tally.
- Preparation of Gst Returns(Gstr-1,Gstr-3B),ReconcileGstr-2withBookofAccounts.
- Preparation of TDS Returns.

- **S.K.SAPRA&CO.(C.AFIRM)**
- **JUNIOR ACCOUNTANT**
- **Nov 2017 to Mar 2020**
- **Key Responsibility Area**

  - Accounting, extracting and compilation of various reports.
  - Maintain Accounts Of Clients.
  - Preparation of Bank reconciliation statements.
  - Reconciliation of Customer ledgers on a monthly basis.
  - Creation of voucher & journal.
  - Maintain sale, Purchase, Bank Update Clients in Tally.
  - Preparation of Gst Returns(Gstr-1,Gstr-3B),Reconcile Gstr-2 with Book of Accounts.
  - Preparation of TDS Returns.

PROFESSIONALKNOWLEDGE:

- Corporate financial accounting
- Direct tax laws & Indirect taxation Laws
- Strategic financial management
- Company laws &corporate laws
- Indirect tax including GST

PERSONALDETAILS:

Father's Name	: Shri Rakesh Chandra Kashyap
Marital Status	: Married
Nationality	: Indian
Religion	: Hindu
Date of Birth	: 26 Sep 1988
Languages Known	: Hindi/English
Hobbies	: Running, Watching Cricket, Reading Newspaper

DECLARATION

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

PLACE:

DATE: **SUMITCHANDRAKASHYAP**