

RESUME

NAND KISHORE

CAREER OBJECTIVE:

- An accounting/Finance professional with knowledge in finance management, maintaining a good financial internal control system.
- Excellent analytical, planning and organizational skills with a very proactive approach to achieving results.
- Possess excellent numerical & data entry skills along with a comprehensive understanding of Commercial, administrative and accounting procedures.
- Looking for a challenging finance/Accounting position with a company where I will be able to continue to increase my work experience & develop my abilities.

PROFESSIONAL & ACADEMIC QUALIFICATIONS:

- 10th from CBSE Board of Delhi.
- 12th from CBSE Board of Delhi.
- B. Com. from IGNOU.

SKILLS & COMPETENCIES:

- **Thorough knowledge of generally accepted accounting principles.**
- Proficient with **Tally ERP 9, Busy, ERP Software, and Microsoft office.**
- Ability to compile, verify, analyze, interpret and disseminate critical financial data.
- Experience of working to tight deadlines with limited resources.
- Highly organized, good team player, proactive, hardworking, focused, & have attention to detail.

Professional Working Experience:-

Feb -2022 With Jupiter Industries Limited (Ghana)

Firm Profile Jupiter Industries Limited is Recycling of Black Lubricating Oil .and Manufacturers and Wholesalers of Lubricating Oil in All Ghana.

AS ACCOUNTS MANAGER,

Job Responsibilities:

Accounts responsibilities include:

- Accounting of Office Expenses & Timely payment for same.
- Create & Preparing of With Holding Tax Returned
- Create & Preparing of VAT Returned.
- Create & Preparing of PAY.
- Create & Preparing of NHIL/GETFUND/COVID-19 & Filing Returned

- Create & Preparing of SSNIT,
- Create & Preparing of Tier-2.
- ALL GRA Compliance
- Maintaining all the records and books like Bank, Cash. Invoices, Journal Voucher Etc.
- Doing Complete Accounting Work of the firm, Trading P&L Balance sheet.
- Accounting of Office Expenses & Timely payment for same.

Professional Working Experience: (OVERSEASE EXPERIENCE)

JANUARY 04.01.2017. With HAUSSTROM LTD. NIGERIA.

Firm Profile Hausstrom Ltd is Manufacturers and Wholesalers of Industrial Switch Gears & Sales of Microtek Inverter & Okaya Batteries in All Nigeria.

AS ACCOUNTS EXECUTIVE, CASHIER.

- **August 2018-** to In Accountant **For Marine Expert Protection & Allied Services Pvt Ltd..(UP)**

Security Manpower & House Keeping Services

. It was formed for Providing Security Manpower & House Keeping Services allotted license from Indian Govt.

Job Responsibilities:

- Accounts responsibilities include:
 - Accounting of Office Expenses & Timely payment for same.
 - Create & preparing of GST Returned Filing.
 - Maintaining all the records and books like Bank, Cash. Invoices, Journal Voucher Etc.
 - Doing Complete Accounting Work of the firm, Trading P&L Balance sheet.
 - Substantiating financial transactions by auditing documents.
 - Preparing payments by verifying documentation, and requesting disbursements.

Designation: Asst. Accountants Manager.

- **September 2008-** to In Accountant **For ACK Engineering Works (P) Ltd. Delhi.(PART TIME)**

. It was formed for Providing Plumbing and Fire Fighting work Services in Mega Construction and was allotted license from Indian Govt. for Three cities Namely Gurgaon., Delhi, Jaipur.

Job Responsibilities:

➤ Accounts responsibilities include:

- Accounting of Office Expenses & Timely payment for same.
- Create & preparing of TDS Returned & Service tax Data.
- Maintaining all the records and books like Bank, Cash. Invoices, Journal Voucher Etc.
- Doing Complete Accounting Work of the firm, Trading P&L Balance sheet.

Designation: Accountant

Duration: February 1997- Aug 2016

➤ Chandni Emporium. (Mfrs & wholesaler of Fabrics and Sarees]

firm Profile Chandni Emporium is Manufacturers and Wholesalers in Old Delhi Since 1991. The firm product like Indian ladies wears Embroideries Sarees and Dresses sales in all over India and abroad.

Job Responsibilities

➤ Accounts responsibilities include:

- Invoicing for Sales & Services in Tally
- Verifying all Incoming payment.
- Bank account handling and reconciliation, Vendor reconciliation.
- Maintaining all the records and books like Sales, Purchase, Bank, and Cash etc.
- Create & Preparing and Maintain of TDS Returned.
- Account Handling of Embroidery Workers.
- Account Received and Create Payment of Supplier
- Complete Accounting Work of the firm. Trading P&L Balance sheet.

Designation: Accountant

Area:- Delhi.

Duration:- April 1994 – January 1997.

Green Road Lines (Udaipur)

A unit of Green Roadways doing work as a transporter for various Clients/Companies

Job Responsibilities

- Responsible for monitoring all administrative expenses.
- Create develop and maintain corporate accounts and all type clerical work.
- Cash handling and workplace safety.
- Complete Accounting Work of the firm. Trading P&L Balance sheet.

Personal Profile:

Father Name: Sh.Chandra Pal.

Present Address: Nand Kishore.

C-100 Krishna Cottage
Ganga Vihar, Nr, GokulPuri.
Delhi - 110094
Cell No. 9899063420, 9582281592

Date of Birth: 06th Oct. 1973

Marital Status: Married
Nationality: Indian
Religion: Hindu
Language: English, Hindi. Punjabi
Passport No:- L4495501
VALID UP TO :- 31/07/2023
Mailing Address: infochandni938@gmail.com

Date:
Place: New Delhi

Yours Truly,

(Nand Kishore.)