KIRTI VERMA

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Objectives

My objectives are:

- To monitor and maintain the annual reports of my company.
- To manage the accounts and tax details of the company.
- To keep the accounting details of the company up to date.

Experience

Narinder Mohan Hospital & Heart Centre
Oct 2019 to Till date.

- Overall responsible for accurate & up to date maintenance of computerized accounts of a manufacturing organization, as per general accounting practices.
- Ensuring day-to-day online data entry of all sources, provisions for purchases, expenses & monthly closing activities as per schedule.
- Working knowledge of Cash/Bank transactions-receipts/payments transactions etc.
- Supervision of store functions-Bin, receipts, issues, GRN control, month-end reports, Supervision of purchase functions-Bill passing, creditor's Ledger scrutiny, vendor reconciliations & to manage accounts payables.
- Supervision of sales function- sales invoicing, customer's accounts reconciliation, balance confirmations with Accounts Receivable, GST-3B, 2A, TDS, Returns, reconciliation as par par month
- Working knowledge of Invoice Processing PO and Non-PO Invoices, and Employee Expense Processing.
- Working Knowledge of Cash Management and process allocation with GL wise and all transaction- related Knowledge of GL accounting able to identify the variance Working Knowledge.
- Ensure Prepayment/Open advance for Creditors Listing, GL Listing, AP Accrual/ Open Advance Ageing. Purchase Register Details Report with GST Report & Knowledge of PR
- Sound Knowledge of Internal & External Statutory auditing with Third Parties of Financial Accounting & Management Accounting.
- Working sound Knowledge and experience in AP Processes, Documents activities, and Controls in ERP as cost Centre, Internal order setup. Processing Invoices, Debit /Credit Notes & posting in ERP Oracle. Exceptions and query resolutions.
- Working Knowledge of month End activities, including GL activities and Reconciliation.
- Working knowledge of Budget Project wise Opening & Closing Activities with Reconciliation.
- Processing customer's work orders, maintaining customers' files, and records of their payments, and updating the outstanding in order to remind customers of pending bills,
- Obtaining remittance details, a listing of billing adjustments, reconciliation of accounts with customers & follow-up of receivables for overdue payments.

- Prepared accounts for company and checked the tax details for auditing Prepared many financial reports for company.
- Recorded all the company expenses and continuously monitored themb GST-3B, 2A, TDS, Returns, reconciliation as par par month.
- Worked with honesty in all the areas of responsibility Prepared many financial reports while working with whole finance team of my company
- I perform analyses of the reports presented to me and communicate those analyses with the other managers of the company
- Also, perform corrections of the accounting record to make sure that all the accounting record is accurate Very resourceful and enthusiastic in completing the project

Cummins Pvt Ltd
Sep2016 to Aug 2019

- Skilled at preparing Final Accounts & other financial statements
- Coordinating with vendors, bankers etc. for smoother operation Financial Planning and management as per the need of organization
- Planning and carrying out different types of Audits Skills in relationship management and communication
- A team player believes in maintaining healthy relationships & excellent work environment.
- Sound knowledge in procedures involved in Statutory compliances relating to Taxations (TDS, GST Tax)
- Assisting in Statutory, Internal, Tax & Management Audit of various Govt. & Private organizations
- Preparing financial statements like Cash/Bank trial, Cash Flow & Funds Flow statements and Final Accounts

R.K.AUTOMOBILES PVT LTD
Jun2013 to Aug 2015

- Full function Bookkeeping using Tally Accounting online, Full function Payroll/ set up the payroll system, Settling Superannuation liabilities.
- Bank Reconciliation Group consolidation, Preparing Depreciation schedules
- VAT auditing and End of year consolidation/reconciliation.
- Liaising on a regular basis with external accountant to discuss financials of both companies and implement financial and taxation planning.

Education

- CMA Certified Management Accounting pursuing with membership (IMA US).
- LLB-SRC Collage Chaudhary charan Singh University 2023
- Master Degree of MBA in BIMT Collage AKTU University 2019
- Master Degree of M.COM in Chaudhary charan Singh University 2018
- Bachelor of Commerce of B.COM in Chaudhary charan Singh University 2016
- Intermediate B K Mash Warri girls inter collage 2013
- High School B K Mash Warri girls inter collage 2011

Skills & Abilities

- Business Acumen. Accountants are expected to interact frequently with other departments and participate fully in the day-to-day functioning of the business. ...
- Technological Savvy, Communication Leadership ,Customer

Computer Knowledge:

MS Office, TERMS ERP, Tally ERP 9.0, Fact, ORACLE ERP EBS-12, SAP FICO End User Transaction.

Personal Strength:

- Initiative, motivated and self-starter.
- Oral and written communication skill.
- Problem solving, implantation and leadership ability.
- Cost reduction and quality awareness.
- Hard working and open for new challenges.
- Ability to perform multiple tasks.
- Able to work independently with minimum supervision.

Personality: Pleasing & Presentable.

Notice Period: 30 Days.

Personal Profile

Father Name	Let.Shiv Prakash Sharma
DOB	10th NOV 1995
Martial:	Single
Language	ENGLISH & HINDI
Hobbies:	Music listen, Read books
CTC:	Rs. 4.24 Lakhs