Akash Kumar

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***Seeking assignments in Accounts & Finance***

**Snapshot**

A competent individual with **3 years** of experience **with S.tandon & Associates of Industries Audit** which meets the requirement of industrial audits**.** Gained exposure in **Auditing** as internal auditor.And 3.5**years** of experience **with Hero Ecotech Ltd, As a Account Officer.** Total Experience 12+years which meets the requirement of manufacturing Cycles**.** Exposure in Computer Applications. A keen learner with ability to work under pressure and meet deadlines. Possesses good communication, leadership and inter-personal skills.Now my present company is Trbex Impex Pvt Ltd here my Date of joining is 7th Nov.2022

 **Employment Profile**

**S.TANDON & Associates (Job Profile)(2010-2013)(3 Years)**

**1.COSTING DEPARTMENT &INTERNAL AUDIT**

* BOM(Bill of material) analysis.
* Preparation of consumption reports of different raw materials at
* auditee end,TurnoverAnalysis,Input output statements etc in SAP
* business environment.
* Preparation of Input Output Data on Monthly basis of BOP Item.
* Verification of All voucher (Purchase, Cash, Freight, Sale, Journal, Telephone Bills, TA/DA Bills)
* Verification of HR & Inventory Department Records.
* Audit of Minimum & Maximum Level Stock.
* Checking report of production breakdown.
* Purchase Process Audit
* Stock Audit on Quarterly basis.
* Checking of purchase quotation from supplier.
* Checking Internally compliance (Purchase process, GRN process & bill booking process)

**Hero Ecotech Ltd(Account Officer)(2013-2017) (4 years)**

**2. ACCOUNT & FINANCE DEPARTMENT JOB PROFILE**

* Bill Passing (Assets, Purchase,Journal Voucher, Cash Voucher,Freight Voucher)
* Reconciliation of Supplier with System.
* Deal With Vendors & Prepared payment of vendors on payment Term Basis
* Cash, Bank,Customer Reconciliation
* Issue Debit Note To vendors on internal rejection basis.
* Import Billing.
* Arrange Fund as per Requirement.
* Prepare RTGS/NEFT for Supplier Payment also travel expenses.
* Bank payment and collection entry made in system on daily basis.
* Assets vouching and preparation of (FAR) fixed assets report of various assets in worksheet.
* Maintain all the vouching record in our custody.
* Preparation Of TDS Report on every 6th of the Month.
* Other Misc Work (GRIR report, DR Note Report, Cheque master Prepaid Expense, Expenses Payable P&L G/L head scrutiny ).
* Making Salary & wages MIS Report every month.

**Unipart Group (Farmpart & SKG Engineering Co.-Account Executive)(2017-2021) (4 Years)**

**3. ACCOUNT & FINANCE DEPARTMENT JOB PROFILE**

* Bill Passing (Assets, Purchase, Journal Voucher, Cash Voucher ,Freight Voucher)
* Reconciliation of Supplier with System.
* Deal With Vendors & Prepared payment of vendors on payment Term Basis
* Cash, Bank, Customer Reconciliation
* Issue Debit Note To vendors on internal rejection basis.
* Import Billing.
* Arrange Fund as per Requirement.
* Prepare RTGS/NEFT for Supplier Payment also travel expenses.
* Assets vouching and preparation of (FAR) fixed assets report of various assets in worksheet.
* Maintain all the vouching record in our custody.
* Preparation of TDS Report on every 6th of the Month.
* Other Misc. Work (GRIR report, DR Note Report, Cheque master Prepaid Expense, Expenses Payable P&L G/L head scrutiny ).
* Making Salary & wages MIS Report every month.
* General Ledger scrutiny.
* Journal Entries of all Non GRN Bills (Contractor, Hotel, Travelling Etc.).
* Monthly Salary & wages MIS Posting In System.
* Making prepaid expenses detail.
* Making Vendor ageing report on weekly basis
* Opening Supplier Account in system.
* Making MSME Data Report.
* Cash Handling.
* Distribute Cash to Staff/work (WMRS, Incentive, Good Work, Imprest other expenses).
* Other Misc. Work.

 **Accounts Receivable**

* Customer Clearing.
* Customer Reconciliation.
* Checking TA/DA Bills as per Company policy.
* Collection Entry in post in System through bank statement.
* Making Customer ageing report on daily basis.
* Open Customer Account in system.
* Bill Passing (BOP,RAW MATERIAL, Freight Bill)
* Reconciliation of Supplier with System.
* Deal With Vendors & Prepared payment of vendors on payment Term Basis
* Issue Debit Note To vendors on internal rejection basis.
* Assets vouching and preparation of (FAR) fixed assets report of various assets in worksheet.
* Making Depreciation Chart.
* Other Misc. Work (GRIR report, DR Note Report, Cheque master Prepaid Expense, Expenses Payable P&L G/L head scrutiny ).
* Monthly MIS.& Profitability Report
* General Ledger scrutiny.
* Journal Entries of all Non GRN Bills (Contractor, Hotel, Travelling Etc.).
* GST (GSTR1,GSTR3b,GST9,2A Reconciliation)
* Making Vendor ageing report on weekly basis
* TDS
* Making MSME Return Data.
* Raw Material Cost Report Comparison between Sale Vs material cost.
* Other Misc. Work.

**Baum Forge (Dec-21-Nov-22) (1 Year)**

 **ACCOUNT & FINANCE DEPARTMENT JOB PROFILE**

* Accounts Payable & Receivable.
* Monthly MIS.& Profitability Report Product Wise.
* GST (GSTR1,GSTR3b,GST9,2A Reconciliation)
* TDS
* Assets vouching and preparation of (FAR) fixed assets report of various assets in worksheet.
* Vendor Payment Monthly Basis
* Vouching
* Making Data of HR Payable Expenses.
* Domestic Profitability Sheet & Making Raw Material Consumption Data.
* Journal Entries of all Non GRN Bills (Contractor, Hotel, Travelling Etc.).
* Product Costing

**TRB GROUP (From Nov-22 to Till)**

 **Internal Audit DEPARTMENT JOB PROFILE**

* Internal Audit of African Manufacturing Unit.
* Monthly MIS.& Profitability Report African unit.
* Overseas Accounting (Data Entry, Reconciliation)
* Sale Report Making Group Wise
* Making Debtors Overdue Report Group Wise and follow up with Sale Executive
* Making Creditor Advances Group Wise and follow up with purchase team

**Education**

* **B.com** from PU in year 2010
* **12th**from PSEB,Mohali in year 2007
* **Matriculation** from PSEB, Mohali in year 2005

**Area of Interest**

* **Internal audit & Finance**
* **SAP,ERP**
* **Costing of Different type of Raw Material.**

Competencies

* Strong Planning Skill
* Ability to maintain accuracy, balance, clarity and context in work.

**Softwares known**

* Working knowledge of MS office, MS excel, MS power point and SAP.

**Interests/Hobbies**

* Traveling to new places
* Reading books.
* Surfing on net.
* Playing games such as – badminton, video games
* Listening music & dance.
* **Personal Details**
* **Date of Birth** 14.08.1990
* **Permanent Address** #1136/212/193 SATGURU NAGAR 33 FOOT ROAD, Ludhiana (Punjab)
* **Languages known** English, Hindi, Punjabi (Mother tongue)
* **Present Adress** Ludhiana(Punjab)

**Declaration**

I consider myself familiar with the various aspects of welding processes and inspection in a fabrication

 Concern. I am also confident about my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge.

**Akash Kumar**