

EXPERIENCE

Osho Group of Companies

[1st Oct 14 - Till present]

Assistant Manager- Accounts

Organic Group of Companies

[13th Sept 10 - 30th Sept 14]

Senior Accounts Executive

Monotona Tyres Ltd (Ruia Group of Companies)

[11th Oct 89 - 24th Aug 10]

Accounts Executive

EDUCATION

Ajmer University

[1988]

Bachelors of Commerce (B.Com) - specialization in Accountancy & Finance

Majored in first year 70% marks in Accountancy & Business Statistics (ABST), in second year 93% marks in Costing & Quantitative method (CQM) & 62.5% marks in Accounts & Business Statistics (ABST)

Ajmer Board

[1985]

HSC

77% marks in Book keeping & Accountancy.

Ajmer Board

[1984]

SSC

88% marks in Maths & 74% marks in Book-Keeping.

ACHIEVEMENTS & AWARDS

All Rajasthan General English Scholarship Competition- Reader's Research Modern Institute (06.05.81)

All India Schools General knowledge competition- Indian Council for International Aminty (25.09.81)

All Rajasthan General English scholarship competition- Readers' Research Modern Institute (06.05.82)

All India Schools Talent Search Contest- Indian Council for International Aminty (25.01.83)

All India Schools General Knowledge Competition- Readers' Research Modern Institute (25.12.83)



VIMALKUMAR BRAHMIN

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SKILLS

Microsoft Excel

Work Horse

Tally 5.4

Tally ERP Accounting 9 Package

LANGUAGE

English

Hindi

Gujarati

Marwadi

PERSONAL DETAILS

Date of Birth : 13/03/1968

Professional Duties

- 1) Daily Preparation of Fund Position and Preparation of Weekly Fund Flow Statement.
- 2) Checking & Payment of Purchase invoice, Labour Contractor's Bills, Wages & Salary.
- 3) Preparation of Payroll of Sr. Staff and keeping their records and payment.
- 4) Preparation of provision for monthly Balance Sheet.
- 5) Payment of TDS, Advance's to Staff, Workers, Administrative expenses & Creditors.
- 6) Attending and responding to creditors' grievances.
- 7) Scrutiny of Sundry Debtors & Creditors Ledgers.
- 8) Coordination with Marketing Department for follow up of Sundry Debtors.
- 9) Submission of monthly Debtors & Creditors statement to the Management.
- 10) Preparation of monthly working for GST return and follow up with consultant.
- 11) Preparation of Monthly Bank Reconciliation statement.
- 12) Preparation of Reconciliation of Inter companies Accounts.
- 13) Preparation of Reconciliation of TDS Receivable Accounts.
- 14) Computation of Tax of Employees, Filing of TDS Return & Issue of TDS certificates.
- 15) Sitting with Auditors for Auditing, Statutory tax Auditing & VAT & GST Auditing.
- 16) Keeping track of PF, PT, ESIC & MLWF payments etc.
- 17) Update Journal, Bank, Cash Voucher and Purchase, Sales & Expenses Bills Entries.
- 18) Assisting to the Account Manager for Finalization of Monthly & Annual Trial Balance & Balance Sheet.
- 19) Follow up of pending C form with the Marketing Department and vendors
- 20) Handling Director's & their family individuals accounts.
- 21) Keeping track of Submission of Triplicate Exchange Control Copy to Bank.
- 22) Preparation and Follow up for all requirements & statements for replying to Income-tax, Sales-tax and Profession tax, Service tax, Excise Departments and attending their hearing.
- 23) Preparation of all other regularly required statements & information for the Finance Manager (for e.g. statement of Sundry Debtors, Sundry Creditors, Monthly Rent, Salary, Wages, Electricity & Statutory Payment Status etc.).
- 24) Procurement and maintenance of Stationery and other Office Administrative Works i.e. courier, telephone, electricity, Xerox, ac etc.
- 25) Renewal of insurance policies for vehicles, Employees, Fixed Assets & Marine Insurance on the due date and follow up for insurance claim.