

PAWAN KUMAR

Accounts Head

My Contact

- ✉ pawans.2008@yahoo.com
- ☎ +91- 9871408933
- 📍 H.No. 20, Gali No. 7, Bhudat Colony, Ballabgarh (FBD)

Hard Skill

- Knowledge of MS-Word, MS-Excel
- Knowledge of Tally ERP9, Tally Prime
- Knowledge of Internet

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- B.com passed from M.D University
Completed in 2016
- 12th passed from H.B.S.E
Completed in 2014
- 10th passed from H.B.S.E
Completed in 2012

Strength

- Adaptable
- Good Communication Skills
- Ability to manage stress, time and people effectively
- Ability to lead a team keeping everyone's interest and benefits

About Me

To work in a firm with professional work driven environment I can utilize and apply my knowledge, skills which would enable me as graduate to grow while fulfilling organization goal.

Professional Experience

- Shyam Sunder Mangla & co. (Chartered accountant firm) sco 201, Sector-8, Faridabad
2003 – 2006
- Karan processors Pvt Ltd.(145 DLF indl area , Faridabad) as accountant
2006 – 2012
- Sterling Transtel Ltd. (Devika Tower, Nehru Place, Delhi) as accountant
2012 – 2017
- Surbhi Engineering Ltd.(SEC 58 , Faridabad) as accountant
2017 – Jan 2022
- Shri Balaji Rubber Udyog (Gali no. 3, Malerna Road Ballabgarh, Faridabad)
Feb 2022

Work Responsibility

- Maintaining sales ledger, purchase ledger , cash book , Bank Book.
- Maintaining Bank Reconciliation and Party Reconciliation.
- Preparing of Balance sheet and Profit & Loss account.
- Filling of All GST Returns GSTR 3 B , GSTR 1 , GSTR 9 and Reconciliation of Purchase Register with GSTR Form 2B.

Personal Information

Fathers Name	:	Sh. Fateh Ram
Date of Birth	:	18-04-1981
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Language Known	:	English & Hindi

Declaration

I hereby inform that all the information is given above are true to the best of my knowledge & belief.

Date :

Place : Faridabad

(Pawan Kumar)