

MADAN GOPAL

D-210/212, Street No-6, South Ganesh Nagar,

Near Laxmi Nagar, Delhi - 110092.

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OBJECTIVE

To work with an organisation which can provides me an opportunity to enhance my skill set so that I can deliver for mutual benefit of the organisation and myself.

WORK EXPERIENCE

Total work experience till today : 6 Year 9 Months.

Organisation : JRD CABLES INC. (JRD Group of Industries)
(A Manufacturing & Trading Concern of Wires & Cables)
(Delhi Head Office)

Duration : 1.5 Year (From Aug 2016 to Till Today)

Designation : Accounts Executive.

Profile : Responsibility of Day-to-Day Accounting, Branch Accounting, Bank Reconciliation, Debtors, Creditors Reconciliation and Receipt Payment Management & MIS Report Related to Debtors, Creditors, Bank Accounts & Financial Statement of all branch, Balance Sheet Finalisation, GST Invoice preparation, GST Return preparation & filling, Value Added Tax, Excise Duty Computation, Return preparation and Sales tax forms Management, TDS Deduction, Computation, Payment, & Return preparation, Preparing Custom Document for Export regarding L.C, Bill of lading, Shipping Bill.

Organisation : Payal Cables Private Limited.
(A Manufacturing & Trading Concern of Wires & Cables)
(Delhi Head Office)

Duration : 1 Year 6 Months (From Feb 2015 to Aug 2016)

Designation : Accounts Executive.

Profile : Day-to-Day Accounting, Branch Accounting, Bank Reconciliation, Debtors, Creditors Reconciliation & MIS Report related to Debtors, Creditors, Bank Accounts & Financial Statement of all branch, Making Invoice on company software, Value Added Tax Computation and "C" Forms, "F" Form & "H" Form Management, TDS Computation & Payment, Documents preparing for Export .

Organisation : **Nicon Ferrochem,**
(A Manufacturing Concern of Calcium Carbide)
(Delhi Head Office)

Duration : **3 Year 9 Months (From May 2011 to Feb 2015)**

Designation : Accounts Executive.

Profile : Day-to-Day Accounting, Bank Reconciliation & MIS Reports related to Debtors, Creditors and Bank Accounts.
Value Added Tax, TDS, Excise Duty Computation and Return preparation, Sales Tax Forms Management.

C.T.C

Current C.T.C : **21,500.00 (Per Month)**

Expected C.T.C : **Negotiable as per Company Norms.**

ACADEMIC QUALIFICATION

- B.Com - Accounts(H) from B.R.A.B.U. Muzaffarpur (2011)
- 10+2 from B.S.E.B. Patna (Bihar), (2008)
- 10th from B.S.E.B. Patna (Bihar) (2006)

COMPUTER SKILLS

- Knowledge of Windows Operating System (Like Windows 10, 8, 7, Vista, XP).
- Knowledge of Tally ERP.9
- Microsoft Office 2007, 2010 etc.
- Knowledge of Internet.
- Knowledge of Branch Accounting.
- Knowledge of **GST**, VAT, CST, Excise Duty, TDS, Corporate tax, Custom .

PERSONAL DETAILS

- **Date of Birth** : 03rd November 1991.
- **Marital Status** : Married.
- **Father's Name** : Mr. Gopal Krishna Singh.
- **Permanent Address** : Muzaffarpur (Bihar).
- **Language Known** : English, Hindi.
- **Nationality** : Indian.
- **Hobbies** : Spending more time with Computer.

DECLARATION

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

Date : 20-02-2018

Place : New Delhi.

MADAN GOPAL