

AJAY VISHVAKARMA

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Seeking assignments in Finance & Accounts with a growth Oriented Organization

SYNOPSIS

- I have over all 5years of experience in Accounts and Export Documentation.
- Presently working with **Sports Land Overseas Pvt. Ltd.** as an Accountant.
- Proficient in handling of GST return, GST refund & Export Documentation.
- Online Bank transactions such as TDS, Income Tax, GST, ESI & PF.

WORK EXPERIENCE

Since January-2014 with Sports Land Overseas Pvt Ltd, Meerut as an Accountant.

Sports Land is a private limited company with a 100% focus on the overseas market. Sports Land is Manufacturers and Exporting Group specializing in Sports, Performance Enhancement Equipment, Primary Educational Play and Sports Wear. Sports Land was incepted in 1970 in Meerut, Uttar Pradesh as a sole proprietorship firm and has been in existence for more than four decades. Until 1982, Sports Land has been manufacturing footballs, carom and sports nets and selling them within the Indian market.

Accounts Responsibilities:

- Looking after preparation of all types vouchers like Cash, Bank, Journal , Sales, Purchase , D/Note, C/Note and their proper posting in the books of accounts.
- Maintain general ledger and all books of accounts.
- Manage the Bank reconciliation statements of the company for all receipt and payment
- Verification of data and maintenance of outstanding report for debtors and creditors.
- Supervision of T.D.S heads like contractor or sub contractor, professional & deposit their challan.
- Preparing & filling GST return monthly.
- Preparing supporting document for GST refund & filling RFD 01A.
- Generating E-Way Bill at the time of shipment or despatch.

Export Responsibilities

- Preparing entire Export documentation (Pre & Post Documents), preparing Invoices & Packing list, Certificate of Origin, Preparing and submitting BRC's etc.
- Sending Post documents to customer after receipt of B/L.
- Liaison with Bank for negotiating of Bank documents and Export payment.
- E-Filling of Add of Contribution details Monthly for Export sales return to SGEPC.

NOV-10 to DEC-2011

- Worked with (**MAG Sports, Meerut**) as an Account Assistant with responsibilities of
- Day to day accounting, maintaining the books of accounts.
- Bank reconciliation and Bank statements.
- Form-38 & “C” Forms issue and Utilized.
- Goods dispatch and received.
- Preparing challan and Bills.

EDUCATIONAL QUALIFICATIONS

- M.com (Finance) from CCS University in 2010.
- B.Com from CCS University in 2008.
- Six months Computer Accountant Diploma from “**Shri Balaji Institute**” Meerut.

COMPUTER SKILLS

- Tally (ERP 9), Microsoft Office (Word, Excel), Internet browsing & email.

PERSONAL DOSSIER

- Language Known: Hindi & English.
- Marital Status : Married
- Permanent Address: Sec- 2E, H.No-124 Shatabdi Nagar, Partapur, Meerut.

Date:-

Place:- Meerut

(Ajay Vishvakarma)