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| **ATUL BANSAL** | |
| **Atul Bansal.jpg**  **E-mail :**  [**atulbansal25@gmail.com**](mailto:atulbansal25@gmail.com)  **Contact No.:** +919540488040  **Address for Communication**:  21, Ground Floor, Ram Park , Sahibabad  **Permanent Address:**  MMIG/C-147, Ashiyana Colony, Phase -1 Kanth Road, Moradabad-244001  **Personal Profile:**  Father’s Name : Sh. V. K. Gupta  Mother’s Name : Ms. Prabha Gupta  Date of Birth : 15.10.1976  Gender : Male  Nationality : Indian  Marital Status : Married  Language Known : Hindi & English  Current CTC : 5.25 P.A.  Expected CTC : 5.75 P.A.  Notice Period : One Month | **OBJECTIVE**  Seeking its challenging and responsible position in the accounts department of in an organization growth oriented that offers me an opportunity fully utilized my skills &give my best to the company where I will be working with a systematic and strong approach with all my acquired knowledge and creativity to the task assigned  **CURRENT POSITION**  Currently Designated as Assistant Manager with Tulip Infratech Pvt. Ltd., Sector-18 Gurgaon.  PROFESSIONAL KNOWLEDGE :  Knowledge of MS Office, Tally 4.5-7.2, 9.00 ERP& Internet Operating etc.  Dealing with Income Tax, TDS, and Service Tax for the entire Tulip.  **ACADEMIC QUALIFICATION**  **1999** Post Graduation **(M. Com)** from MJP Ruhilkhand University Bareilly.  **1997 Graduation (B. Com**) from MJP Ruhilkhand University Bareilly.  **1994** Intermediatein**COMMERCE** from U.P. Board, Allahabad.  **1992**High School in **SCIENCE** from U.P. Board, Allahabad  **EXPERIENCES**   * **M/s Tulip Infratech Pvt. Ltd., Gurgaon as Assistant Manager(Sept. 2010 to till date)**   Fund Raising, Service Taxdeposit, filing, reconciliation & Audit / Compliance with Govt. Department. ,TDS Computation & Filing E- return , Bank Reconciliation , Co-Ordinate with Statuary Auditors, Payroll checking, Ledger reconciliation Site wise, Handling day to day account activity, Bills, Monthly Report, Vendor payment.   * Worked with **Srajan Consultancy & Services,** New Delhi, as **Asstt. Manager ( Feb.'07 – July’2010)**   Service Tax, TDS, Bank Reconciliation , Finalization of Accounts , Preparation of Payroll, PF & ESI, Budget & Budget Control   * Worked With **Delhi Public School**, Moradabad as an **Accountant (Sept. '05 – Jan 29th 2007**).   Budgeting, Cash Flow , Bank Reconciliation , Finalization of Accounts , Preparation of Payroll , Provident fund   * Worked With **MallayaShenoy& Associates, New Delhi,** as an **Audit Asstt. (Jan. '04 - April '05)** * Worked with **Gandhi Nagar Public School**, Moradabad as **Sr. Accountant**   **(Feb. '97 - Dec. '2003)**  Budgeting, Provident Fund, Bank Reconciliation , Finalization of Accounts, Preparation of Salary,Transportation , Purchase Dept. , Fees Management .  BANK AUDITED     * Bank of Baroda, Karol Bagh Branch * Corporation Bank, Tilak Nagar Branch * Allahabad Bank, Ghaziabad |

Certified that information furnished above are correct to the best of my knowledge.

**Place: Gurgaon**

**Date: 25th Feb 2015 (ATUL BANSAL)**