***CURRICULUM VITAE***

**ROHITASH KUMAR**  **Residential Address:** 137/1 Street no.16 C- Block

Vijay Vihar Ph-II Rohini Sector-1 , Delhi – 110 085

**Contact Nos.** : 9891650343

**Email**:- Rohit.jims.1979@gmail.com

# OBJECTIVE

To make best use of my knowledge and to prove as a credible asset to the company.

**PROFESSIONAL EXPERIENCE**

(Total Experience More than 13 **Years** )

**(1)** Accounts Officer  **( July -2005 to till date )**

**JAGAN INSTITUTE OF MANAGEMENT STUDIES (JIMS Group Of Institution)**

**Plot no.4 Community Centre Sector-3 Rohini Delhi-110085**

Jagan Institute of Management Studies is a Group Of Institutions They have Many Branches Around Delhi & Rajathan & Haryana well known Management /it / Technical Institute that provide various degree courses affiliated with I.P. University/Gju Hisar / Mdu Rohtak /Smu /Ptu Jhalandhar/ (BCA,BBA,MCA MBA ,Mass communication ,Hotel Management ,Fashion Design ) & AICT. ( PGDM,)

**JOB PROFILE:**

* Manage all the Accounting activities occurred inside the Organizations such Ledger Posting,
* Bank Reconciliation, Cash Reconciliation,
* Maintaining Fee Record & Fee reconciliation
* TDS Calculation, EPF,ESI Calculation, etc.
* Audit compliances with Internal Auditor & Statutory Auditor .
* Responsible for finalization of accounts with chief finance officer/Statutory Auditor
* Deposit of Tds return ,Issue of form 16A, 16 .
* Preparation of Salary and Calculation of EPF ,ESIC ,TDS.
* Deal with bank .
* Ledger Scrutiny work.

**(2) Accounts Officer (Since Dec-2003 to June-2005)**

**Lalsons Jewelers & lalsons Enterprises**

**Regd. Office: Rohtak Road Karol bagh**  New Delhi – 110 024.

M/s Lalsons Goup a chain of Jewelry Showroom & deal in retail ,Wholesale Export & import .

## (3) Accounts Assistant ( July -2002 To Nov-2003 )

**Inshuterm Pvt Ltd ,Insumer product**

(Deal in Chemical Paint Raw Material )

## EDUCATIONAL QUALIFICATION

* **MBA** (Finance) from Sikkim Manipal University (SMU)
* **B.Com** from CCS University.Meerut

## TECHNICAL QUALIFICATION

* **Diploma in Computer Application & Financial Accounting**

###### **SOFTWARE PROFICIENCY**

**OPERATING SYSTEMS :**  DOS, window-95, 98, XP.

**PACKAGES KNOWN :** Ms-Office 2007, Tally ERP 9.0,

**INTERNET TOOLS :** Having Good Knowledge of Using Internet.

**PRESONALITY**

* Always keep in mind that “Honesty Is the Best Policy”
* Hardworking and dedicated with utmost integrity .
* Capable of taking and challenge and pressure in working environment.

## PERSONAL PROFILE

**Father’s Name** : Sh Jagroshan lal

**Mother’s Name** :Smt Lajwanti devi

**Date of Birth** : 5th June 1979

**Marital Status** : Married

**(Rohitash Kumar )**