

Curriculum Vitae

PRIYANSHU KUMAR

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OBJECTIVE: Senior Tax Accountant and M.Sc(Maths) degree, 6+ years related work experience and a strong background in Accounting, Taxation and Compliance methodologies and practices. Diplomatic and tactful, skilled in effective interpersonal interaction. Seeking employment as a Senior Tax Accountant in a reputed Organization.

❖ CAPABILITIES:

- Well developed analytical skills - Skillful at processing data/information, keeping records and tabulation.
- Strong background in Books of Account Analysis, Taxation, US Taxation, GST Compliance, Corporate Tax Compliance, Audit, Project Preparation, Case Study and Legal Drafting.
- Expertise in preparing financial statements, monitoring daily cash transactions, and recording all financial activity for small to medium sized businesses.
- Interact professionally with all levels of staff and maintain the highest level of confidentiality known for diplomacy in handling sensitive issues.
- Effective communication skills, excellent Hindi, English especially written, combined with inter personal strengths and a high degree of professional integrity.

❖ KEYSKILLS:

- Keeping Accounts of Customers Accounts (Debtors).
- Keeping Accounts of Suppliers Accounts (Creditors).
- Dealing With Bank for Bank Reconciliation Statement.
- Inventory Control With Branches Account
- Trial Balance (Ledger Balances), Income Statement, Balance Sheet, and Cash Flow Periodic Statement.
- FILING OF GST RETURN:
 - GSTR-1 (Monthly for Outward Supply)
 - GSTR-2 (Monthly for Inward Supply)
 - GSTR-3B (Monthly for Final Return)
 - And GST Related all compliance and Litigation.
- Correspondence with Vendors for Rectification of Mismatch and make the GST Amendment.
- Generation of E-Way Bills.
- Income Tax , US Tax, TDS Filing and ROC with all compliances (Individual/Firm/LLP/Company/Societies etc.)

COMPUTER: Computer Hardware & Networking (Assembling, Maintenance and Installation).

OPERATING SYSTEM: Windows-98, Windows-XP, Windows-2003SERVER, Windows-7&10.

APPLICATION SOFTWARE: Microsoft Office (2003, 2007, 2010), Adobe Photoshop etc.

ACCOUNTING SOFTWARE: TALLY ERP-9, Tally Prime and Zoho Books

WEB BROWSING: Internet Operations and Email Handling.

❖ As an Accounts Executive:

- ✓ Processing Sales Invoices with corresponding.
- ✓ Recording Purchase Invoices and Other Miscellaneous Expenses Vouchers.
- ✓ Checking Recorded and Bank remittances from Customers.
- ✓ Follow-ups for Payments from Customers.
- ✓ Keeping up to date Record of all Accounting Transactions.
- ✓ Maintain Store (Inventory Account) and Accounts Book.
- ✓ Monitor and maintain the accounts for sales cash transactions.
- ✓ Handle customer queries/feedback as well as resolving their problems.
- ✓ Petty cash management.
- ✓ File all form and return of income tax portal(Individuals, Firms, Company, Trust, College etc)

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❖ As a Senior Tax Accountant:

- ✓ Receive, Register, Verify and Process all invoices and ensure all transactions are correctly recorded and Generation of E-Way Bills.
- ✓ Cross checked bank reconciliations, debit and credit notes, invoices and Verification of debtors and creditors.
- ✓ Maintain Books of accounts, reconciliation and reconciliation of Debtors & Creditors.
- ✓ Monitor & review accounting book and system related reports for financial Accuracy and completeness.
- ✓ Banking transaction by manual and online (Cheque Deposit, Cash Receipt, Payment Transfer, Etc.)
- ✓ Review and preparation of daily journal Vouchers for all expenses with all supporting documents.
- ✓ Keeping up to date Record of all Accounting Transactions.
- ✓ Filing Tax Return, TDS Filing, Documenting, Legal Drafting and Replying of Tax Notice.
- ✓ Filing GST Return (GST all Return and Compliance) before Due Date of Each English calendar month.
- ✓ Correspondence with Vendors for Rectification of Mismatch and make the GST Amendment.
- ✓ Prepare Ledger, Bookkeeping, Trial Balance, Profit & Loss and Balance Sheet Finalization.
- ✓ Perform internal audits and submit detailed recommendations to management and directors, identifying potential problems, excessive spending and solutions for the same.
- ✓ Financial Reporting and audit preparation and co-ordinate the audit process with C.A.

EDUCATIONAL QUALIFICATION:

Sachchidanand Sinha College, Aurangabad

M.Sc (Maths) appearing from Magadh University, Bodh Gaya, Bihar

Sachchidanand Sinha College, Aurangabad

B.Sc (Maths) passed with 65.5% in 2017 from Magadh University, Bodh Gaya, Bihar

G C Pd. Agrawal Inter College, Sadma, Chhatarpur

12th passed with 66.8% marks in 2014 from JAC, Ranchi

R K+2 High School, Chhatarpur

10th passed with 58.4% marks in 2012 from JAC, Ranchi

Technical Qualification:

- **Diploma in Taxation Law from SCDL, Pune**
- **Diploma in Advance Contract Drafting, LawSikho, Delhi**
- **ADCA with (Tally ERP 6.0.1) from Vivekanand Education Foundation, Delhi**

PURSUING QUALIFICATIONS:

- **L.L.B (Final Year) from Mewar University, Meerut**

<i>Organization</i>	<i>Designation</i>	<i>Duration</i>
Women Development Centre	Accounts Executive	Nov 2017 to Jan 2018
A Kumar & Associates	Accounts Executive	Feb 2018 to Sep 2018
Geetasan Associates	Tax Accountant	Oct 2018 to Dec 2023
V. C Khanna & Co.	Senior Tax Accountant	Jan 2024 to Till Now

PERSONAL PROFILE:

Name : Priyanshu Kumar

Father's Name : Shri Sanjay Kumar Sharma

Date of Birth : 12th March 1997

Marital Status : Unmarried

Nationality : Indian

Language Known : Hindi & English

Address : Madanpur Khaddar, Sarita Vihar, New Delhi - 110076