

# HARSH KUMAR

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City: Mohali, Punjab



## ACCOUNTS & FINANCE

### CAREER OBJECTIVE

To pursue a challenging and growth-oriented career in a competitive and creative environment that Provide opportunities to learn & grow while sharing ideas and attaining guidance from senior and I would like to work where my experience, and skills will be further developed and utilized.

### ACADEMIC QUALIFICATIONS

Degree/Exam	College/School	University	Completion
CA Inter	ICAI	Institute of Chartered Accountants of India	2012
B.Com	Government College, Mohali	Punjabi University, Patiala, 1st Division	2009
10+2 (Commerce)	Govt. S S School, Mohali	Punjab School Education Board	2006
10 <sup>th</sup>	Govt. S S School, Chandigarh	Central Board of Secondary Education	2004

### SPECIALIZATION

❖ Accounts and Finance

### TRAINING & COURSE

Certified Course	Completion	Institute/University
Certified Information Technology Training Course	Year: 2010	Institute of Chartered Accountants of India in accordance with Chartered Accountant Regulations 1988
100 Hours Certified Orientation Programme	Year: 2010	Institute of Chartered Accountants of India in accordance with Chartered Accountant Regulations 1988
1 Year Certificate Course on Office Automation and TALLY ERP 9	Year: 2006-07	Government College, Mohali

### WORK EXPERIENCE

Previous Employer	Designation	Working Experience	Year of Working
VR Punjab (North Country Mall) Virtuous Retail Pvt. Ltd.	Accountant	Current Employer	September 2018 to till date
Arista Hotel(Proprietorship)	Sr.Accountant	1.6 year	Pre-Opening of Hotel to September 2018
Kiran Foreign Trade Pvt.Ltd.	Accounts Executive	1.2 Years	2015-2016
JR Khanna and Co.	Audit Assistant	3.4 Years	2011-2014
V & V Associates	Accounts Assistant	6 Months	2010
Pawan Singla & Co.	Accounts Assistant	8 Months	2009

## SUMMARY OF PROFESSIONAL KNOWLEDGE

- ✓ Invoicing and Billing
- ✓ Receivables Management
- ✓ TDS Return Filing
- ✓ GST Return Filing ( GSTR-1, GSTR-3B, GSTR-9)
- ✓ Income Tax Return Filing ( ITR-1, ITR-4)
- ✓ Booking of Purchase Invoices, sales invoices
- ✓ Providing various MIS reports to management
- ✓ Cash Management
- ✓ Bank Reconciliation and Reconciliation of Taxes and vendors
- ✓ Accounts payables - Payments and Expenses
- ✓ Preparation of Profit and loss a/c and Balance Sheets

## PROFESSIONAL DETAILS

### ❖ **ACCOUNTANT: Hamir Real Estate Pvt. Ltd. (VR Punjab Mall – A Chain of Multinational Company 'Virtuous Retail Pvt. Ltd.) (Sept 2018 to May 2020)**

#### **Roles & Responsibilities:**

- Invoicing and Billing of International Clients as per Signed Agreements.
- Preparation and Filing of Income Tax Return (ITR-1, ITR-4) and TDS Returns
- Preparation and Submit of GSTR- 3B, GSTR-1, GSTR-9
- Preparation and Issue of Necessary Debit & Credit Notes as per appropriate approvals in line with policy and process.
- Preparation of Necessary working calculations required by Vendors and Tenants.
- Making of Payment approvals.
- Preparation of need based regular reports as per requirement of Corporate office.
- Booking of Entries for Receipts & payments.
- Research to solve problem for supplier inquiries received regarding accounts payable issues, This includes educating the supplier on missing or inaccurate information on invoices.
- Making collection calls to the Clients, emailing/faxing invoices or getting hard copies mailed out to Clients as per their requests to ensure the timely and appropriate allocation of customer payments and to resolve payment discrepancies.
- Preparation of Debtors Aging.
- To Involve in Direct interaction with Clients regarding matters of payables and Receivables.
- Escalating miss-allocations, under payments/partial payments for corrective collections activity and completing account reconciliations to resolve it.
- Reconciliation of Tenants outstandings for timely collection of payments and also to avoid future discrepancies.
- Reconciliation of Vendor Ledgers for timely execution of pending Financial Transactions and finalisation of closing Ledger balances.
- Maintain detail record of funds received and Amount paid.
- Provide Support Services to Other Functional Departments.
- Handling and Managing Client Queries in relation to Debtors and Creditors.
- Managing and Maintaining day to day Receivable Accounts keeping in mind Client Satisfaction.
- Personal Visit to Store regarding Billing and Outstanding Enquiry.
- Coordination with finance head, and managers in matters relating to receivables and payables.
- Take and Give Support to other team members in order to reduce debts and increase cash collections.
- Attending Weekly management Meeting on Working Issues and Progress.

### ❖ **Sr. ACCOUNTANT: Arista Hotel, A 3 Star Hotel at Mohali having 52 Rooms, Restaurant & Launch Bar-Brew Master, Two Banquet Halls and a separate Marriage Palace for 2000 gatherings (From Pre-Opening on Jan 2017 to Sept 2018)**

#### **Roles & Responsibilities:**

- Pre-Opening Setup of Accounts Department

- Preparation and Filing of income tax Return (ITR-1, ITR-4) and TDS Returns
- Preparation and Submit of GSTR- 3B, GSTR-1, GSTR-9
- Preparation of Daily Bank and Cash Collection Report and Submit to Managing Director.
- Verification and Booking of entries for Purchases made, Expenditure on Maintenance or Fixed Assets.
- Reconcile mismatches between purchase orders, receipts and e-invoices.
- Making payments to Vendors with Cheque or Cash by taking necessary Approvals from Owners.
- Prepare a weekly report of Expenses & Payments made and Submit to Managing Director.
- Taking up additional responsibility of scanning and verification of Bills.
- Calculation and Preparation of Periodic Tax Reports and Submit to Auditors.
- Preparation of Monthly Bank Reconciliation statements.
- Maintain cash and prepare a daily cash closing Report.
- Booking Entries for Daily sales Collection, Payments and Expenses.
- Maintenance of proper record and Documentation on Daily basis.
- Personal visit & Interact with Each and every Department of Hotel for Accounting Queries.
- Daily Banking Operations - Deposits and Withdrawals.
- Preparation of Necessary Account Reconciliation with Vendors to validate the exact pending payments.
- Take a daily review from Front Office for Receivables in order to prepare a report on it and submit to Managing Directors.
- Preparation of Weekly Debtors Aging Reports.
- Managing and Maintaining day to day activities.
- Remove barriers to normal process by Escalating critical Issues to Directors that impact regular role.
- Checking and keeping an eye on other functional Departments in order to detect any Discrepancies or Mismanagement.
- Attending Weekly management Meeting on Working Issues and Progress.

❖ **ACCOUNTS EXECUTIVE: Kiran Foreign Trade Pvt. Ltd. - Providing Accounting and IT Services (August 2015 to October 2016)**

**Roles & Responsibilities:**

- Analyse and Classify the Raw Accounting Data provided by Client and fully convert it into proper Accounting Transactions
- Preparation of Excel Based Income and Expenditure Accounts, P & L a/c & Balance Sheets with Supporting Documents.
- Online preparation of Profit and Loss Accounts and Balance Sheets of Global Clients with Relevant Accounting Standards.
- Preparation of Foreign GST Returns.
- Preparation and Submission of Accounting Reports as per Requirement of International Clients.
- Communicating with supervisor and associates to remove root cause for discrepancies, barriers to normal process and monitor incidents/issues that impact regular role.

❖ **AUDIT ASSISTANT: JR Khanna & Company (May 2011 to Sept 2014)**

**Roles & Responsibilities:**

Working with Manufacturing clients, I had the opportunity to learn and understand their work process, stock movement, procurement & Sales cycle and ultimate effect on the balance sheet including inter- company reconciliation and period closure activities.

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- Reviews and verifies the accuracy of financial records.
- Checking the validity and accuracy of the transactions by the process of Vouching of Purchase file , Sales file , Receipts and payments.
- Verify the Bank Reconciliation Statements with Banking transactions.
- Verify & Count month end Cash & Prepare a Report on it.
- Verify the Terms of Loans and Advances.
- Physical Verification of Fixed Assets and Stock and prepare reports on it.
- Checking the calculation and timely payment of TDS, Excise, VAT, PF and ESI.
- Checking calculation of Salary & Attendance, PF and ESI.
- Making Reconciliation of TDS Returns, Excise Returns, VAT Returns, Luxury Tax
- Preparation of Income Tax Returns.
- Identify expenses Not associated with the business.

- Checking of Excise Registers and Stock Registers.
- Checking and Verification of Gate entries, Goods Receipt Note, Gate Pass etc.
- Checking of Material Receiving Procedure, Procedure of sale and Purchase.
- Checking and Inspection of Consumption of Utilities and prepare a report on it.
- Preparation of internal Audit Reports and Report to management.
- Ensures that companies comply with tax Compliance
- Preparation of Profit and Loss Account & Balance Sheets.

❖ **ACCOUNTS ASSISTANT: V & V Associates – Provide Accounts Related Services (May 2010 to Dec 2010)**

**Roles & Responsibilities:**

- Calculation and Preparation of TDS payments and Returns.
- Collections of Accounting Data from different Clients.
- Processing of PAN Cards and PAN CARD Generation.
- Banking Operations.
- Booking of Income and Expenditures in Excel.

❖ **ACCOUNTS ASSISTANT: Pawan Singla & Co. – Provide Accounts Related Services to Government (June 2009 to Nov 2009)**

**Roles & Responsibilities:**

Preparation & Keeping Record of Government Accounting Reports in Relation to:-

- Preparation of Income and Expenses details of Livestock and their Food Products.
- Preparation of Detail of Expenses on City Wise Data for Trees on Roads.
- Preparation of Detail of Expenses on Govt. Boundries & Fences, & their maintenance.

**KNOWLEDGE OF INFORMATION TECHNOLOGY**

- MS office (MS Word, MS Excel)
- Working Knowledge in ERP Accounting Software - Tally ERP9, IDS and YARDI

**PERSONAL DETAILS**

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|---------------------|---|
| ✓ Name              | ➤ HarshKumar  |
| ✓ Nationality       | ➤ Indian  |
| ✓ Permanent Address | ➤ #1192, Ranjeet Nagar, Sector – 11, Kharar, Distt- Mohali,Punjab |
| ✓ Language Known    | ➤ English,Hindi,Punjabi   |
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**CURRENT STATUS**

- Currently Handling Accounts Receivables and Accounts Payables in Management Office of VR Punjab Mall.