

Present Address
Chandra Prakash YADAV
SIDDHARTHA NCR ONE GREEN
FLAT NO. D-1003, Sector-95
Gurugram Haryana-122001
Mob- 7983243276,
8505986001
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C. P. YADAV

OBJECTIVE:

To become a part of a professionally managed company where steady career growth is assured, and also to offer my dedicated services to make the company prosper and progress. I promise to organization that if organization gives me full freedom in any field in which I worked then I will give 100% certified result in that field and I will prove that I am as Assets of organization. Looking forward for an organization where personal achievement is rewarded through highly work environment.

Professional Profile

- M.B.A. (Finance) with 18+ years of experience in Accounts & Finance, Taxation, Account Payable & Receivable Management, Internal Auditing, MIS, Fund Management and Statutory Compliance.
- Experience in implementing financial procedures, maintenance & finalization of accounts as per statutory requirements of Companies Act and addressable of taxation matters.
- Designing and implementing accounting systems & procedures; administering maintenance of books of accounts, inclusive of P&L account, balance sheet and trial balance with the finalization of year end accounts
- Managing daily financial transactions related to accounts receivables, accounts payables, bookkeeping, payroll, etc.
- Handling deposit of Income Tax & GST , preparing Annual Return of Income Tax (TDS) and issuing Income Tax (TDS) certificates
- Conducting internal audits; evaluating internal control systems / procedures with a view to highlight the shortcomings and implementing necessary recommendations.
- Formulating budgets and conducting analysis to determine difference between projected and actual results and implementing corrective actions
- Preparing MIS reports with a view to provide feedback to the management on financial performance viz. fund management,

CURRENT COMPANY PROFILE

STYLE MART IMPEX PVT.LTD.

Address: - 113, Sector 4, IMT Manesar, Gurugram, Haryana 122052

- Responsible for payments to vendors & Vendors account reconciliation
- Responsible for looking day to day accounting work done by team
- Verification of Bank, Purchase and other entries in accounts
- Monthly Profit & Loss Account & comparison statement
- Monthly GST & TDS/TCS working for payment and return filing
- Income Tax computation working of staff for TDS deduction
- Monthly Salary payments & detail of salary payables
- Monthly Cash Flow Statement
- Comparative statement of monthly Indirect Expenses
- Branch Accounts and their reconciliations
- Overall supervision of accounts team
- Internal audit for Taxation & Banking activities
- Responsible for looking day to day voucher's authorization & punching.
- Creditors and Staff payables Ageing and Staff Advances Report
- Overall supervision of company's finance and accounts team
- Daily Basis of Bank Reconciliation of Each Branch & Bank A/c of the Company

- Tracking Monthly EMI Payment of Company.
- Sundry Debtors & Sundry Creditors Ledger Reconciliation Weekly
- Making Daily Report of Cash Book of Opening & Closing Balance of the company.
- Making Invoices of all Client and submit to Client.
- Maintain Sales book & Purchase book entered to Tally Prime
- Making e-invoicing and e-way bill
- Filing GSTR-1 and GATR-3B
- Branch wise, Project wise Profit & Loss on monthly basis
- GSTR 2A and 3B reconciliation
- GSTR3B and GSTR1 reconciliation
- Stock Journal Entry and Stock Manage in Tally
- ESIC/EPF and Labour Calculation and Deposit Timely
- Making Salary Timely

PREVIOUS COMPANY PROFILE

DEXTERITY PROJECTS PVT.LTD.

Address: - K11/3 DLF PHASE -2 GURGAON HARYANA-122002

- Responsible for payments to vendors & Vendors account reconciliation
- Responsible for looking day to day accounting work done by team
- Verification of Bank, Purchase and other entries in accounts
- Monthly Profit & Loss Account & comparison statement
- Monthly GST & TDS/TCS working for payment and return filing
- Income Tax computation working of staff for TDS deduction
- Monthly Salary payments & detail of salary payables
- Monthly Cash Flow Statement
- Comparative statement of monthly Indirect Expenses
- Branch Accounts and their reconciliations
- Overall supervision of accounts team
- Internal audit for Taxation & Banking activities
- Responsible for looking day to day voucher's authorization & punching.
- Creditors and Staff payables Ageing and Staff Advances Report
- Overall supervision of company's finance and accounts team
- Daily Basis of Bank Reconciliation of Each Branch & Bank A/c of the Company
- Tracking Monthly EMI Payment of Company.
- Sundry Debtors & Sundry Creditors Ledger Reconciliation of Weekly
- Making Daily Report of Cash Book of Opening & Closing Balance of the company.
- Making Invoices of all Client and submit to Client.
- Maintain Sales book & Purchase book entered to Tally Prime
- Making e-invoicing and e-way bill
- Filing GSTR-1 and GATR-3B
- Branch wise, Project wise Profit & Loss on monthly basis

WORK EXPERIENCE:

1 Organization 1. STYLE MART IMPEX PVT.LTD.

Designation Senior Accountant

Duration: 01st Nov-20 to till date

2. Organization: Dexterity Projects Pvt. Ltd.

Designation: Sr. Accounts & Finance

Executive Duration : March Oct-2007 to 31st

Oct-2020

QUALIFICATIONS

Educational Qualifications

- 10th Passed from U.P. Board Allahabad in 2003
- 12th passed from U.P. Board Allahabad in 2005
- B. Com passed from Dr. B.R. Ambedkar University Agra in 2008
- MBA Finance Passed from Birsa Institute of Technical Education in 2012

Professional Qualifications

- One Years job Oriented Course in **Complete Business Accountant from** IIJT (Indian Institute of Job Oriented Training) Sec - 14, Gurgaon

Computer Proficiency

Office Tools: Windows Office XP, MS Word, MS Excel, Power Point, Tally-Prime,

Personnel Details

Name:	C.P. YADAV
Fathers Name	Shree Ram Krishan Yadav
Permanent Address	House No-6, Dharm Nagar Near T.B. Hospital Post K.K. Digree Collage Etawah (UP) 206001 D.O. B 30-08-1985
Sex & Marital Status	Male (Married)
Languages Known	English, Hindi,
Contact No	7982952873
Nationality	Indian

Deceleration:

I HERE BY DECLEAR THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE & BEST TO MY KNOWLEDGE.

Date

You're sincerel

Place -----

(C. P. Yadav)

