**VIRENDER**

**VIRENDER.138527@2freemail.com**

**CAREER OBJECTIVE:**

To work hard for the company, that one day be complimented as the most result oriented employee. Since an employee’s growth is directly proportional to the growth of the company.

**EXPERIENCE:**

1. Worked with S.K. Khanna , Chartered Accountant as an Account Executive, from June 2002 to Dec.2003.
2. Worked with Comptented Plastic India Pvt. Ltd. as an Accountant from Jan 2004 to Feb. 2007.

3. Presently Working with **V3S Infratech Ltd. ( Formal name of Yogum Developers Pvt. Ltd.) ( V3S Groups of Company)** as an Sr. Accountant from April 2007.

**Responsibilities:**

1. Timely Depositing of TDS, Sale Tax, EPF & Advance Tax as per Statuary Government Rules.
2. Monitoring timely Preparation & Filling of Vat/CST Returns, Service Tax Returns, E-Tds Return & Income Tax Returns.
3. Handling Sale Tax Assessment & Income Tax Assessment with Statuary Department
4. All Cheques, NEFT, RTGS & Preparation &Reconciliation of Bank, Sale Tax & Party’s Account.
5. Preparation & Analyzing of Monthly Stock Statement against Cash Credit.
6. Controlling of Loan A/c, Like – Business, Personal,Vehicle & Home Loan.
7. Maintaining & Controlling of Account Payable, Receivable, Payroll & Making Outstanding Reports on Weekly/ Monthly Basis.
8. Processing Monthly Salary of Employees&Co-ordinate with PF consultant for Monthly &Annual return.
9. Keeping record of Depreciation as per Company Act, 1956 and Income Tax Act, 1961
10. Coordination with internal and Statutory Auditors for Finalizing Balance sheets.
11. Operating Director’s Individual Account.
12. Preparation of Cash Flow Statement & Fund Flow Statement.
13. Preparation of Monthly Expenses Budget & analysis of variance
14. Preparation of Various MIS Report as per Requirement of Management.
15. Handling of Financial Accounting in overall computerizes environment & supervision of day to day Transaction of Account & Finance.

**EDUCATION:**

|  |  |
| --- | --- |
| **Qualification** | **Board / University**  |
| B. Com  | Correspondence, Delhi University  |
| Senior Secondary (XII th) (Commerce) | Haryana Board  |
| Senior Secondary (Xth)  | Haryana Board  |

**COMPUTER SKILLS**

1. Knowledge of Computer with MS-office.
2. Knowledge of Accounting Software Busy Win, Tally 7.2 , Tally 9 ERP
3. Typing (English)

**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| Date of Birth | 18th Aug 1983 |
| Marital Status | Married  |
| Hobbies | Driving, learning new things, interacting, traveling and exploring new places |

PROFESSIONAL UNDERSTANDING:

To remain straight forward and truthful helps in saving all major crises at work. Ownership of the brand comes on “Day one” or never comes. A cash rich business is not always better than Ethics rich Business. People around a professional make the professional perform or nor perform. One good and caring team member is strong support than many non-cooperating teammates.