**Resume**

**Gopal**

**Gopal.372097@2freemail.com**

* **Objective:**

Seeking a position to utilize my skills and abilities in the industry that offer professional growth, being resourceful, innovative and flexible.

* **Strength:**

 Punctuality, Quick Learning, Team work, Commitment, Innovation, Positive, attitude.

* **Educational Qualification:**

B.Com Passed (Agra University, Mathura)

* **Knowledge Skill Set :**

Good knowledge of computer, excel, word, , tally 9

* **Professional Summary:**

Having 12 + Years experience in Accounts Department.

* **Languages Known :** English, Hindi
* **Professional Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Company Name** | **Worked As “Designation”** | **Work Exp** |
| 1 | Shamken Multifab Ltd. | Account Assistant | 1999-2005 |
|   |   |   |   |
| 2 | Rahul Crago PVT Ltd. | Audit /accounts payable | 2005-2008 |
|   |   |   |   |
| 3 | Yes Power & Infrastructure Ltd. | Accountant | 2005- 2013 |
|   |   |   |   |
| 4 | Shine Day General Trading LLC  | Accountant | 2015-Till date |

**M/s. Shamken multifab Ltd. -**

Worked at **M/s. Shamken Multifab Ltd.New Delhi**. Manufactured in the most modern & state of art facilities and home furnishing textiles product in domestic market included dyed fabrics, curtains, bad sheet and cotton fabrics.

**Job Profile:- (July’1999 to Oct’2005)**

* Making Voucher Entries of Purchase, Journal, Bank and Cash.
* Examined day to day basis Bank reconciliation and Debtors & Creditors Reconciliation.
* Control Outstanding with coordination of branch and directly to customer.
* Do Audit of the Companies and its branches, showroom.
* Make TDS Return of the Companies and Other Parties.
* Books writing of the Individual and for Companies and Firms also.

**M/s.Rahul Cargo Pvt Ltd.New Delhi.**

Worked with **M/s. Rahul Cargo Pvt Ltd ,New Delhi** The Company is engages in the cargo line Service Industries and dealing of cargo as a transport and giving the services for various industries in India.

* Assist to senior of prepare Companies Balance Sheets.
* Monitoring Bank reconciliation and Debtors & Creditors Reconciliation.
* Looked the part of credit control.
* Prepare the vendor payment.
* Monitoring internal auditing .
* Monitoring branches internal reconciliation.

**M/s. Yes Power & Infrastructure Ltd.**

Working with **M/s. Yes Power & Infrastructure Ltd, Baroda** The Company is engages in the manufacture and dealing of engineering equipment, accessories, project supplies, and services for various industries in India.

**Job Profile:- (Nov’ 2005 to Dec’2014 )**

* Writing of manual & computerized books of accounts and checking Voucher.
* Handling Cash
* Making Voucher Entries of Purchase, Journal, Bank and Cash.
* Assist to senior of prepare Companies Balance Sheets.
* Prepare the detail for income tax case in scrutiny and assess the case.
* Monitoring Bank reconciliation and Debtors & Creditors Reconciliation.
* Prepare details for Sales Tax case and assess the case.
* Prepare Financial Report for Bank every month of Stock for CC Limit.

**M/s. Shine Day General Trading LLc.**

Working with **M/s. Shine Day General Trading LLC Bur Dubai** The Company is engages in the food stuff trading and dealing of dairy products supplies, and services for various hotels in Duba & Sharjah.

**Job Profile:- (May ’ 2015 to Till Date.**

* Making Voucher Entries of Purchase, Journal, Bank and Cash.
* Monitoring Bank reconciliation and Debtors & Creditors Reconciliation.
* Prepare Report for every month of Stock .
* Looking the part of credit control.
* Daily Follow to customers for outstanding.

**PERSONAL DETAILS:-**

Date of birth : - 25TH July 1974

Marital Status : - Married

I hereby declare that details furnished above are true to the best of my knowledge & belief.

Place : - Mathura

Date :-