**CURRICULUM-VITAE**

##### YOGENDRA

*Present Address:*

*Sharjah*

*United Arab Emirates.*

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#### CAREER OBJECTIVES

# Current goal is to obtain a suitable leadership role with apply the knowledge gained from my working with various organization during the work. During my course, I have learnt various aspects of accounting and book keeping and look forward to an opportunity to apply the same.

**COMPETENCIES**

* Over 10 years of experience in Accounts and Finance.
* Working knowledge in Tally 9.0 ERP & e-MPro ERP & M.S. Office Word and Excel & Micros Oracle**.**

**Present Working from 3rd-April-2016 to till date**

Organization : **SAMVARDHANA MOTHERSON GROUP**

Duration : August-2015 to till date

Position : Accounts & Finance Executive

Reporting : Manager Accounts & Finance

**Career Insight**

Since Apr-16 **Samvardhana Motherson Global FZE** Accountant & Finance Executive

**About the company**

Samvardhana Motherson Global FZE is the Procurement head office of a well- diversified group of businesses with Wringing Harness, automotive rearview mirrors, polymer processing, lighting systems, air intake manifolds and HVAC systems.

Samvardhana Motherson Group (SMG) combines the power of innovation and product quality to passionately create world class products that cater to customer needs across diverse industries, especially automotive. SMG’s principal focus is the automotive industry, globally and in India. SMG is a leading supplier to automotive industry globally. It also serves wide number of other industries. The Group recorded a turnover of USD 9.1 billion (approx.) during 2016-17

* Work closely with the Manager Accounts & Finance to ensure operational success through cost analysis support, compliance with operational and contractual requirements.
* Preparation of Monthly Bank Reconciliation Statement.
* Preparation and finalization of books of accounts, financial results & other MIS Reports on monthly.
* Preparation Vendor payment advise and globally bank payment transaction.
* Preparation and Submission of MIS Reports on online portal.
* Looking of Daily Transactions of petty Cash and Bank.
* Updating Day today Accounting Transactions.
* Complete all audit requirements as per company auditor.
* Manage Quarterly closing report with Hyperion portal.

**Present Working from 17-August-2015 to 20th March 2016**

Organization : **Prime Gourmet Pvt. Ltd. (JOHNNY ROCKETS)**

Duration : August-2015 to March-2016

Position : Sr. Accountant& Finance Executive

Reporting : Manager Accounts & Finance

**Career Insight**

Since Aug-17 **Prime Gourmet Pvt. Ltd., New Delhi** Sr. Accountant & Finance Executive

**About the company**

Johnny Rockets is a leading global burger restaurant chain providing a classic all-American experience with its headquarters in Aliso Viejo, California. It has over 300 corporate and franchise owned restaurant in 30 U.S. states and 16 countries, serving over 17 million burgers, 20 million soda pops/shakes/drinks, 10 million pounds of fries/onion rings, and about 1 million gallons of ice cream. Our company ‘**Prime Gourmet Pvt. Ltd.**’ (PGPL) is a master franchisee of Johnny Rockets brand in India.

* Work closely with the Manager Accounts & Finance to ensure operational success through cost analysis support, compliance with operational and contractual requirements.
* Preparation of Monthly Bank Reconciliation Statement.
* Preparation and finalization of books of accounts, financial results & other MIS Reports on monthly.
* Preparation Vendor payment advise.
* Preparation and Submission of MIS Reports.
* Looking of Daily Transactions of petty Cash and Bank.
* Updating Day today Accounting Transactions.
* Complete all audit requirements as per company auditor.
* Service Tax & Tax Assessments & ensure to complete all key compliances related to taxes (VAT,WCT,CST, Service Tax, TDS, Annual Returns, PF, ESIC, Labour Laws) are adhered to without any delays.

**Working from 16-Dec.2009 to 10-Aug-2015**

Organization : **Param Dairy Ltd. (PARAM)**

Duration : 16-Dec.-2009 to 10-Aug-2015

Position : Executive Accountant

Reporting : Manager Accounts

**Career Insight**

Since Dec-16 **Param Dairy Ltd. Khurja (BSR)** Executive Accountant

**About the company**

**Param Dairy Limited (an ISO-22000-2005Company) Khurja, Distt.-Bulandshahar (U.P.)** (A well-known name in dairy industry; manufacturer of purified Poly Milk, SMP, Ghee, Paneer, Flavored Milk and other milk made products with (PARAM premium brand) as working response under below since December 2009 at their Khurja(BSR) Plant for August 2015.

* Independently handling Delhi & Gurgaon branch accounting till finalization of accounts in the Tally ERP-9.0 environment.
* Updating Day today Accounting Transactions.
* Preparation of C form online issue quarterly towards vendor and F form online issue monthly ours branch’s and consignment agent and 38 form online issue and utilization detail online and e-filling online.
* Preparation of TDS deduction to the contractors ,professional, commission, consultancy, rent, salary, interest and deposit it into the government a/c through TDS Form 281 , and issue the Form 16A to salary holder and Form 16 to others deductees.
* Preparation online e-filling annexure-2A, annexure-2B & Dvat-30 & 31 monthly and quarterly return and monthly vat deposit into the government account.
* Preparation of monthly bank/vendors reconciliation statement and branch debtor’s reconciliation.
* Preparation of supplier’s invoice according to the purchase order & preparation of summary sheet regarding payment and finalization of trade creditors A/c handle it branch accounting of stock valuation.

**Working from 19-Sep.2006 to 14-Dec.-2009**

Organization : **VRS FOODS LTD. (PARAS)**

Duration : 19-Sep.-2006 to 14-Dec.-2009

Position : Accountant Assistant

Reporting : Manager Accounts

**Career Insight**

Since Sep-19 **VRS Foods Ltd. Gulaothi (BSR)** Accountant Assistant

**About the company**

**VRS Foods Limited (an ISO-9001 Co.) Gulaothi, Distt.-Bulandshahar (U.P.)** (A well-known name in dairy industry; manufacturer of purified butter, SMP, Ghee, Paneer, Flavored Milk and other milk made products with (PARAS premium brand) as working response under below since September 2009 at their Gulaothi(BSR) Plant for December 2009.

* Looking of Daily Transactions of Cash and Bank.
* Updating Day today Accounting Transactions.
* Preparation of Monthly Bank Reconciliation Statement.
* Payment of Store Creditors according to the purchase order and pass the entry in the books or consumption on monthly basis and finalization of Store Creditors A/c.
* Preparation of FBT, TDS deduction to the contractors ,professional, commission, consultancy, rent, salary, interest and deposit it into the government a/c through TDS Form 281 , and issue the Form 16A to salary holder and Form 16 to others
* TDS Computation, deduction, deposit and submission of Challans and quarterly and annual returns Preparation of monthly bank/vendors reconciliation statement and branch debtor’s reconciliation.

**PROFESSIONAL QUALIFICATIONS**

Six-month Computer Diploma from **SAGAR Institute for Computer Aided Knowledge,** (Regd. by Delhi Govt.) Bulandshahar

# EDUCATIONAL BACKGROUND

* **Bachelor of Law (L L.B.)Taxation- 2013**

University **:** C.C.S University Meerut.

Year **:** 2013

College **:** Meerut College, Meerut.

* **Master of Commerce (M.com) – 2010**

University**:** C.C.S University Meerut.

Year **:** 2010

College **:** I.P. Degree College, Bulandshahar.

* **Bachelor of Commerce (B.com)-2008**

University**:** C.C.S University Meerut.

Year **:** 2008

College **:** I.P. Degree College, Bulandshahar.

* **Intermediate (Commerce) -2005**

Board**:** U.P. Board Allahabad.

Year **:** 2005

College **:** D.A.V. Inter College, Bulandshahar.

* **High School (Commerce) -2003**

Board**:** U.P. Board Allahabad.

Year **:** 2003

College **:** C.S.Saraswati Vidhya Mandir, Bulandshahar.

#### COMPUTER SKILLS

Operating System **:** MS DOS, Windows XP, Windows 7, Windows 10.

Software Packages **:** MS -Word, MS- Excel, MS- Power Point.

Accounting Packages **:** e-MPro BS and SAP and Tally ERP 9

## PERSONAL PARTICULARS

Date of Birth **:** 28.04.1988

Nationality **:** Indian

Sex / Status **:** Male (Single)

Languages Known **:** English & Hindi

Hobbies **:** Reading News Paper Listen Light Music.

**PRESENT CTC**  **:** AED 6,700/- Per Month + Transportation +

#### Medical Insurance.

#### ABOUT MYSELF:

I am a confident, optimistic person with good inter-personal, analytical and logical reasoning skills. I belong to an educated

and respectable family.

Date:

Place: Dubai (UAE)

Yogendra