

**Nand Kishor Kumar**

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DOB- 28/05/1986

Correspondance Address:

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**CAREER OBJECTIVE:**

To be an asset for an organization by applying my knowledge and skills under healthy working environment and adding value to it.

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**PROFESSIONAL EXPERIENCE:**

i) Jan'19 - till date - Working as an officer in Internal Audit department, Neutral Publishing House Ltd, Ranchi. (owner of PRABHAT KHABAR, a leading hindi daily newspaper having strong presence in Jharkhand, Bihar & West Bengal)

**Job Description:**

- Vouching of all the financial documents.
- Preparation & Filing of GST return (GSTR 1 & 3B).
- GST Reconciliation (Books Vs 2A Vs 2B)
- Preparation & Filing of TDS return.
- Maintaining Fixed asset register & calculation of depreciation.
- Trade receivables & trade payables management.
- Preparation of Re insurance of Fixed assets file.
- Assisting Statutory auditors in compilation of final accounts.
- Preparation of MIS reports (GST, TDS, BRS, Branch Reco, Others)
- Reconciliation of wastage generated during production.
- Statutory Compliances of Audit Bureau of Circulation.
- Statutory Compliances of Registrar of Newspaper for India.
- Compliances of DAVP.
- Preparation of Import License for import of Newsprint.
- Departmental audit of HR, Purchase, Store, Advertisement, Brand & Circulation audit.
- Other special audit as required by the management.
- Branch visit & getting the audit done.

ii) 1<sup>st</sup> Feb.2016 -Dec'18 - Worked as an accountant in CUSP ELEVATOR, Ranchi.

**Job Description:**

- Preparation of books of accounts.
- GST related works.
- Preparation of MIS reports, BRS,etc
- Coordinating with clients.

iii) 1<sup>st</sup> Nov.2013 –30<sup>th</sup> Nov.2015 - Worked as an accounts assistant in ROHILLA& COMPANY, Chartered Accountants, Noida.

**Job Description:**

- Preparation of books of accounts of various private limited companies.
- Filing of Income tax of various assesseees.
- Works related to TDS, Service Tax, VAT, formation of company.
- Registration of PAN, TAN, Service Tax.

- Preparation and filing of various returns.
- Coordinating with clients on various issues.

iv) **1<sup>st</sup> Oct.2012 to 31<sup>st</sup> Oct.2013** - Worked as an accounts assistant in LOTUS RISK MANAGEMENT PVT. LTD, Noida.

**Job Description:**

- Team member for Limited review of Educomp Solution Limited.
- Part of the audit team for internal audit of Educomp Solutions Limited.
- Done the internal audit of Educomp Infrastructure & School Management Limited.
- Done the audit of premier schools like The Millennium School, The Shri Ram Millennium School, Takshila School, Universal Academy.
- Done the internal audit of Raffles Millennium International, Millennium Infradevelopers Pvt. Ltd.
- Part of the team for statutory audit of Mangalayatan University.
- Part of the team for tax audit of Indiacan Education Pvt. Ltd.
- Preparation of books of accounts of Lotus Risk Management Pvt. Ltd, Lotus Eduservices Pvt. Ltd.
- Handled works related to preparation & filing of TDS, service tax, ROC and annual return.

**ACADEMICS:**

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- Passed Chartered Accountant Professional Education Examination II (PEE-II).
- Passed MBA (Finance & Marketing) from CSVTU, Bhilai (CG).
- Passed M.Com (Finance) from Banaras Hindu University (B.H.U.), Varanasi.
- Completed Graduation in Commerce from Ranchi University, Ranchi (Jharkhand).

**ACHIEVEMENTS:**

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- Secured 1<sup>st</sup> position in FINAHOLICS, a state level finance quiz competition.
- Attended National Seminar on Bancassurance, Entrepreneurship and Supply Chain Management.
- Member of runner-up team in inter class cricket tournament.

**COMPUTER PROFICIENCY:**

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- Accounting package - Oracle ERP, Tally
- MS office
- Tax Softwares (Computax, Taxman, Spectrum)

**STRENGTHS:**

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- Desire to learn
- Positive Attitude
- Dedication towards work

**Extracurricular Activities:**

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- Participated in Airtel Delhi half marathon run.
- Organized Management Quiz Competition in College.
- Participated in various sports and quiz competition.
- Organized various events at school and college level.

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Date:  
Place:

Signature:  
(Nand Kishor Kumar)