

SHEKHAR BANSAL



Assistant Manager Accounts

Contact 7814058352

Email id: - itsme.bansal@yahoo.com

Education Master Degree in Commerce in 2006

Work Experience (18 Years)

1) DCM Textiles Hisar (Unit of DCM Nouvelle limited)

Junior Accounts Manager. From Dec-2019 to till date.

Accounts / Financial

- 1) Monthly GL scrutiny and Handle monthly, quarterly and annual closings.
- 2) Prepare & submit monthly **MIS** of accounts and Production.
- 3) Prepares the Balance Sheet notes to accounts.
- 4) Monitor and reconcile customer accounts to ensure all payments are received and allocated correctly.
- 5) Inventory Valuation Monthly /Quarterly /Yearly.
- 6) Verify, allocate, post, and reconcile transactions.
- 7) Preparing Yearly budget forecasts.
- 8) GST Working.
- 9) Managing SOPs for Finance & Accounts

Managing Audits

- 1) Assists auditors in the audit process by giving required data, resolving queries, preparing documents, etc.

Taxation

- 1) Monthly, Qtrly & Annually TDS Calculation of payable, payment of TDS).
- 2) Preparation of advance tax calculation on a quarterly and annual basis.
- 3) Working and finalization of Tax Audit.
- 4) Coordinating Auditors for Filling ITR.

2) Himachal Fibres Limited (Unit of Shiva group) Ludhiana Punjab.

Accounts Executive. Nov-2012 to Nov-2019

- 1) Preparation of Monthly & Quarterly P/L account, Balance Sheet, Cash Flow statement,
- 2) Tax audit working.
- 3) Closing of Books & Inventory valuation.
- 4) Ageing Report of debtors, Bank Reconciliation, & Schedules of Prepayments, Bank.
- 5) GST Working checking and filling return.
- 6) Calculation & deposit of VAT, TDS Returns etc. and preparation of Qtr. VAT & TDS as well.
- 7) Coordinating with Suppliers, Buyers and Banks.

3) Other Employment

- 1) New swan Enterprises, Venus garment Limited & Ralson India Ltd. (2006-12),

Languages Proficiency

- 1) English, Hindi, Punjabi.

IT Skills

- 1) Proficiency in MS Word, MS Excel, MS Power point etc.
- 2) Knowledge about Internet, E-mail etc.
- 3) Knowledge of Accounting Software like Tally, SAP, ERP.

Hobbies

- 1) Listening music, playing Guitar , swimming ,playing & watching cricket, football.

Shekhar Bansal
Signature