

Curriculum vitae

Amrendra Kumar

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OBJECTIVE :

To achieve a challenging position in the field of management & accounting, where my knowledge & skills can be effectively utilized to add value to the organization.

EDUCATIONAL QUALIFICATIONS :

- **C.A. Final Examination Appeared result awaited**
- **C.A Inter (Group – II) pass with 53.33% marks**
 - The Institute of Chartered Accountants of India, Kolkata chapter.
- **C.A Inter (Group – I) pass with 50.67% marks**
 - The Institute of Chartered Accountants of India, Kolkata chapter.
- **B.Com(Hon's) 1st Division with 73% marks**
 - T.M. Bhagalpur University, Bhagalpur.
- **Intermediate(I.Sc.) 1st Division with 67.11% marks**
 - Bihar Intermediate Education Council, Patna.
- **Matriculation 1st Division with 62.33% marks**
 - Bihar School Examination Board, Patna.

ARTICLESHIP:

Completion of Article ship with **M/s D. Doshi & Associates, Kolkata**

COMPUTER KNOWLEDGE :

- Knowledge of operational system on Win-98, XP
- Knowledge of MS-Office (Word, Excel, Power Point)
- Operation of accounting package of Tally-7.2 & 9.0, ERP 9
- Operation of accounting package of Analyst and SAP
- Internet Browsing and such other office e-documentation.

PRESENT WORKING :

National Institute of Pharmaceutical Education and Research (NIPER), Hajipur

❖ **Working Profile with National Institute of Pharmaceutical Education and Research
(From 18th January, 2013)**

- Overall Accounting of the entire Institute.
- Book-keeping, maintenance of cash-book, ledger, journals and fixed assets etc.
- Accounting works manually and also in Tally ERP 9 format on computer.
- Controlling and Maintaining timely payment of Income Tax (TDS), Professional Tax etc.
- Filing quarterly returns of Income tax (TDS) and Professional tax
- Pursuing assessments in the concerned Income tax / sales tax departments.
- Presenting status of accounts from time-to-time.
- Finalization of accounts and preparation of Trial Balance.
- Pursuing audit activities.
- Taking overall responsibilities of the Accounts Administrator.
- Pursuing Bank activities, Bank-book reconciliation.
- Controlling and Maintaining bill section of the Institute.
- Documentation
- Preparation of Budget, Utilization and Expenditure Statement.
- Correspondences with ministry and others

PERSONAL INFORMATION :

Full Name	:	Amrendra Kumar
Father's Name	:	Sri Jibachh Lal Das
Date of Birth	:	05.10.1975 .
Marital Status	:	Married.
Nationality	:	Indian
Religion	:	Hindu
Languages Known	:	English, Hindi & Bengali
Permanent Address :		C / O Ghanshyam Lal Das Wazid Ali Lane, Urdu Bazar Bhagalpur (Bihar) - 812002
Present Address :		C/O Kamini Devi Tarni Prasad Lane, Ghashiari Gali Gulzarbagh, Patna City - 800008

I hereby declare that all the information stated above are true and correct to the best of my knowledge and belief :

Dt:
PLACE- PATNA

(AMRENDRA KUMAR)