**MAYANK MITTAL**

**Mobile: +91-9999167606, 8802121286**

**E-Mail: mkmittal1988@gmail.com**

A result oriented professional with ***over 11 years*** of rich experience in ***Taxation, GST Accounts, Auditing, and Invoicing & Reconciliation***

***Professional Experience***

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## Presently working with Skyline Institute of Engineering & Technology, Greater Noida as Accountant (F&A).

* + Proficient in the preparation and finalization of Books of Accounts, maintaining accounts payable and receivables, Balance sheet, bank reconciliation statements, ledgers, auditsMIS etc.
  + An effective communicator with good presentation skills.

***Organizational Scan***

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# *Skyline Institute of Engineering & Technology, Greater Noida as Accountant (F&A) (Aug 2019 to Present)*

***Responsibility of Work***

* Prepare Invoices, & Debit note & Credit note.
* Day to day accounting and taxation work.
* [Bank](https://www.linkedin.com/feed/hashtag/?keywords=%23Bank) Reconciliation, Cash Reconciliation, & All Reconciliation (Debtor and Creditor).
* Handling ledger accounts and keeping the check for any invoices or payments Preparation of Bills Payable after Approval from MD/Executive Director for payment, Issue of Cheque or RTGS or NEFT & Credit Card according to the maximum, Cash Payments regd Petty Expenses according to approval from MD.
* Handling vendor and contractor payment.
* Fees Collection and due of Students and entered in Tally on daily basic.

# *KCC Institute of Technology &Management, Greater Noida as Accountant (F&A) (May-2013 to Jun-2019)*

***Responsibility of Work***

* Preparation of GST – GSTR-1 by 10th of every month, and GSTR -3B by 20th of every month & GSTReturn.
* Handling ledger accounts and keeping the checkfor any invoices or paymentsPreparationof Bills Payable after Approval from MD/Executive Director for payment, Issue of Cheque or RTGS or NEFT & Credit Card according to the maximum, Cash Payments regd Petty Expenses according to approval fromMD.
* Prepare Invoices, & Debit note & Creditnote.
* Day to day accounting and taxation work.
* [Bank](https://www.linkedin.com/feed/hashtag/?keywords=%23Bank) Reconciliation, Cash Reconciliation, & All Reconciliation (Debtor andCreditor).
* Fixed Asset Register.
* TDSCalculation&MonthlyDepositby7thofeverymonth and preparation of TDS Return, ESIC & EPFCalculation&Depositby15thofeverymonth.
* Bank Payment (Recurring Expenses like Telephone, Credit Card,Electricity& other expenses).
* MIS Report – Sundry Debtors.
* Quarterly TDS Return Finalization Salary and other thanSalary.
* Maintaining and Reconciliation of daybook, employees, vendors and contractors accountledgers.
* Handling vendor and contractor payment.
* Managed vendor accounts, generating Cheque on demand. To handle the day to day accounting and taxationwork.
* Calculating and checking to make sure payments, amounts and records arecorrect.
* Hands on Account Receivable/Account Payable & BankReconciliations.
* Reconciliation - TDS amount deducted by Debtors (from diff. verticals) Quarterly reconcile with 26AS(from Income Tax site) to identifythetaxdeductedfromourpayment,depositedornot.IfnotfollowupwiththeclientsforTDSCertificate.
* Collection and entered of students fees in Tally9.ERP.
* Liaoning with CA for Internal Audit.
* Send TDS Certificate to Party for TDS Reimbursement.
* Maintaining the data of various sub units to Book of Accounts (Tally.ERP9) on daily basic.

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## Shri Rathi Steel Limited, Noida as Account Executive (Sep-2012 to Apr-2013)

***Responsibility of Work***

* TDSCalculation&MonthlyDepositby7thofeverymonth and preparation of TDS Return, ESIC & EPFCalculation&Depositby15thofeverymonth.
* Bank Payment (Recurring Expenses like Telephone, Credit Card,Electricity & other expenses).
* MIS Report – Sundry Debtors.
* [Bank](https://www.linkedin.com/feed/hashtag/?keywords=%23Bank) Reconciliation, Cash
* Reconciliation & All Reconciliation (Debtor andCreditor).
* Follow up Debtors for pending payment.

***Institute of Management Studies, Noida as Account Assistant (Aug-2008 to Jul-2012)***

***Responsibility of Work***

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* Day to day accounting and taxation work.
* [Bank](https://www.linkedin.com/feed/hashtag/?keywords=%23Bank) Reconciliation, Cash Reconciliation, & All Reconciliation (Debtor and Creditor).
* Fixed Asset Register.
* Handling ledger accounts and keeping the check for any invoices or payments Preparation of Bills Payable after Approval from MD/Executive Director for payment, Issue of Cheque or RTGS or NEFT & Credit Card according to the maximum, Cash Payments regd Petty Expenses according to approval from MD.
* Handling vendor and contractor payment.
* Fees Collection and due of Students and entered in Tally on daily basic
* Maintaining the data of various sub units to Book of Accounts (Tally.ERP9) on daily basic.

***Academic***

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| --- | --- |
| **MBA from IGNOU** | **2015** |
| **M.Com from CCS University** | **2010** |
| **B. COM from CCS University** | **2008** |
| **12th From U.P Board Allahabad** | **2005** |
| **10th From U.P Board Allahabad** | **2003** |

***ITS Skills***

Proficient in MS Office, Tally ERP 9, Window 7 & Window 8.

Certified Tally Financial Acconting Programme from Tally Academy.

GST Out & GST Input Entry, GST Return Reverse Mechanism Entry, invoicing, GST filing, Voucher Entry, Depreciation ( Sale, Purchase,) Stock Maintain, Bank Reconciliation, Data Entry, Shares (Sales Purchases) TDS return, Auditing, Filing and Maintain Proper Record.

***Personal Details***

**Dateof Birth :** 21-june-1988

**LanguagesKnown :** English, Hindi

**PermanentAddress :** C-25, A-IIIrd Ground Floor, Ashriwad Appartment

West Model Town Ghaziabad-201001

**Father'sName :** Lt. Sh. Arun Kumar Mittal

**Nationality** :Indian

**MaritalStatus** :Unmarried

# Place………………

**Date……………….. Mayank Mittal**