



KAPIL KUMAR MITTAL

SUMMARY

Experienced Senior Accountant proficient in providing cost-effective and accurate accounting oversight in Many industries. Skilled Accountant with in-depth knowledge of accounting processes and controls. Reliable in maintaining recordkeeping accuracy and currency. Understands end-to-end impact of accounting and how to leverage data to improve business decision-making.

EXPERIENCE

Organized accounting professional with **13+** years of experience from 2011 (**As a Tax Consultant**) supporting finance and accounting operations. Experience in all facets of customer service, sales, billing, Accounts Payable, and Accounts Receivable. Streamlines business operations and processes to enhance the flow of the workplace and control costs. Highly skilled in preparing financial statements, audit reports, GST, TDS, TCS, Income Tax and tax reports. Builds strong relationships with clients and vendors.

To obtain a position as a Tax Consultant in reputed firms or Companies & contribute to the growth.

Wohlhaupter India Pvt Ltd (Janakpuri Delhi)
 Joss Polymers (M.G road Industrial Area UP)
 SHALU SOLDER (Meerut)
 Om Surgical Co. (Chandni Chowk Delhi)
 RVD HOTEL & RESORTS (Nanital)
 Unique Toys (Delhi)
And Many More

SKILLS

Bank Reconciliations
Software- Tally ERP, Tally Prime, Busy , Quick Books, Zoho, Excel, Word, Outlook & Computax etc.
Accounting & Book Keeping
Investigated and resolved discrepancies in monthly bank accounts ahead of tight deadlines
Documented and tracked all expenses on Tally or Busy for budgetary purposes.
Report Writing
Compliance management
Financial statement analysis
Financial management & Planing
Tax Return Filling
Account Reconciliation
Tax Management
Financial Audit
Preparing tax returns
Finding ways to reduce risks
Income tax Return
Balance Sheet Finalising
MIS
Journal Accounts for Accrued or Payable accounts
Knowledge of all Expenses (Itemize all expenses by department)
Cash Flow Statement Monthly or yearly
Knowledge of Both Book keeping Method (Cash Method & accrual Method)
Statutory Audit

"I certify that the information provided in this resume is true and accurate to the best of my knowledge." "I hereby declare that the details furnished above are true and correct

Contact Details

Phone

M-9582846257

Email Id-

Kapilindel30@gmail.com

Address -

C-501, Street No-7, Ashok
Nagar, Delhi-110093

Marrital Status-

Married

Gender -

Male

D.O.B.

30-11-1993

Education -

10th from CBSE Board
In 2009

12th from CBSE Board
In 2011

B.Com

Subharti University Meerut
In 2023

MBA Pursuing

in Finance & Marketing

Subharti University Meerut

Language-

Hindi

English

Hobies

Listening Music

Travelling

Photography