

PANKAJ SETIA

House-19,-A, Punjab Avenue, P.O Urban Estate Phase-I, Jalandhar City

Contact: +918360861523 Email: setia.pankaj123@gmail.com

I am submitting herewith my resume for your perusal consideration for the post of <Accounts position vacant > in your organization.

Sincere and diligent professional with **17 years of experience in the field of Accounts for;** spearheading functions with **Punjab Goodsmovers Pvt Ltd Jalandhar & Punjab Agro Food Grains Corporation Limited, Jalandhar**

Seeking a challenging job that would synergize my skills and knowledge with the objectives of the organization A responsible, reliable and committed worker, give my best both as a part of a team and working independently.

Dedicated and focused individual, determined to add value to the organization I work for, through my exceptional knowledge and learning ability. **Possess well developed communication skills** with reputation of unwavering accuracy, credibility and integrity.

The above credentials along with my enclosed resume make me ideally suitable for a position in your organization. I would appreciate an opportunity for a personal interview.

Thanking you.

Yours Sincerely

Pankaj Setia

PANKAJ SETIA

House-19,-A, Punjab Avenue, Village Subhana, P.O Urban Estate Phase-I, Jalandhar City

Contact: +91- 8360861523, Email: Setia.pankaj123@gmail.com Qualification : B.com

ACCOUNTS PROFESSIONAL

Seeking a position in an organization that provides me ample opportunity to explore & excel while carving out the niche for personal, professional as well as organizational goals

PROFILE

- Sincere and detail-oriented professional with **18 years of experience in the field of Accounts**; spearheading functions as **Assistant Manager (Accounts)**with **PUNJAB GOODSMOVERS PVT LTD.** Jalandhar.
- Well versed in handling **accounting functions like finalization of Balance Sheet, Preparing of GST Return, TDS Return, Income Tax Return**& handling taxation matters.
- Skilled in formulating and **implementing the Accounting Policies/ Procedures, Accounting Standards** and Principles, Taxation Principles and Statutory Enactments with the ability to relate theory with practice.
- Adept at working in high pressure environments with strict deadlines and multiple deliverables.

Work History

1. **Punjab Agro Foodgrains Coproration Limited Jalandhar, since August 2007 to July 2018 as Branch Accountant**
 2. **Currently Job at Punjab Goodsmovers Pvt Ltd Pvt LTD Jalandhar since August 2018 to present as Manager (Accounts)**
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Job Profile as Below Mention: -

Senior Accountant

- Responsible for finalization of balance sheet
 - Auditing of All kinds of vouchers i.e. Cash/Journal
 - Rechecking of Books and rectify the error.
 - E filing of GST returns, TDS returns and Income Tax return.
 - Passing Bills for payment; deal with banks and reconcile bank books with the company's books.
 - Efficiently handling account matters, Reconciliation of Banks, Party A/c, Branch A/c and other accounts.
 - Preparing of Budget, Budgetary Control, Preparing of Cash Flow/Fund Flow Statement
 - Follow up for Debtors
 - MS Office (Excel, Word, Access) Internet, Emails
 - Using of Accounting Software : Catpro (currently) also knowledge of Tally/Emanage
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Qualification : B.com

Date of Birth: 28th December 1981

Hobbies: Listening to Music and Playing Cricket

References: Available on Request