

AJAY KUMAR

Father's Name: Vinod Pandit

Date of Birth: 12/12/1993

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CAREER OBJECTIVE

Senior Accounting professional with 9+ years of experience in service industry, corporate & construction accounting, GST, TDS, SCM coordination, and financial operations. Seeking a responsible position in a growth-oriented organization where accounting accuracy, compliance, and process discipline are critical.

PROFESSIONAL SUMMARY

- 9+ years of experience in Indian accounting, taxation & statutory compliance
 - Strong exposure to GST, TDS, Income Tax, ROC compliance (MGT-7, AOC-4)
 - Experience in bookkeeping, voucher verification, ledger scrutiny & finalization support
 - Expertise in vendor payments, AP/AR management & statutory return filings
 - MIS reporting, financial analysis & audit support (including basic 3CD workings)
 - Sound knowledge of SCM accounting, GRN process, PO–Invoice matching & inventory accounting
 - Experience in construction accounting & project-based financial management
 - Proficient in Tally ERP 9, MS Excel, ROU & CompuTax
 - Strong ability in reconciliations, compliance handling & client coordination
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WORK EXPERIENCE

Shri Ram Construction, Chhattisgarh

Assistant Manager – Accounts (11 Dec 2025 – Present)

- Handling overall accounting operations of construction projects

- Managing site-wise accounting, expenses tracking & cost control
 - Monitoring vendor bills, contractor payments & reconciliation
 - Ensuring proper documentation of purchase, work orders & bills
 - GST compliance including return filing, input credit verification & reconciliation
 - TDS calculation, deduction & timely return filing
 - Preparing MIS reports for project costing, profitability & management review
 - Coordination with site engineers, purchase team & management
 - Monitoring cash flow, budgeting & fund utilization
 - Bank, vendor & ledger reconciliations
 - Ensuring statutory compliance with zero delay
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The Hans Foundation General Hospital

Senior Accountant (2022 – 10 Dec 2025)

- Handling end-to-end accounting operations
 - Managing 300+ vendor payments (~4 crores/month)
 - Vendor payments & accounts payable management
 - GST, TDS, ESIC & PF return filing and payments
 - MIS reporting & financial analysis
 - SCM accounting & coordination
 - GRN verification with PO, invoice & store entries
 - PO–GRN–Invoice matching & inventory accounting
 - Bank, vendor & ledger reconciliations
 - Ensured timely statutory compliance with zero penalties and delays
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Banbros Consulting Pvt. Ltd

Senior Accounts Executive (2020 – 2022)

- Voucher verification & accounting review
 - MIS reporting & financial data analysis
 - GST, TDS, ESIC & PF return filing and payments
 - Advance tax working & payment support
 - Audit support & documentation
 - Team handling & support to junior staff
 - Ledger scrutiny & reconciliation
 - Ensured timely statutory compliance with zero penalties and delays
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Novel Facilities Pvt. Ltd

Accounts Executive (2017 – 2020)

- Bookkeeping & day-to-day accounting entries
 - Vendor payments & accounts payable handling
 - GST, TDS, ESIC & PF return filing and payments
 - Advance tax basic working & payment support
 - Voucher verification & expense validation
 - Ledger reconciliation & data accuracy
 - Ensured timely statutory compliance with zero penalties and delays
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SDM Associates (CA Firm)

Accounts Executive (2015 – 2017)

- GST, TDS & Income Tax Return (ITR) filing
 - ROC compliance (MGT-7, AOC-4 filing) & MCA work
 - ESIC & PF return filing and compliance
 - Advance tax calculation & client payment support
 - Bookkeeping & financial record maintenance
 - Bill verification & supporting documentation check
 - Working on ROU & CompuTax software
 - Bank reconciliation & ledger scrutiny
 - Tax audit support (basic 3CD working)
 - Balance sheet finalization support
 - Client coordination & document handling
 - Basic drafting support for Income Tax & GST notices
 - Ensured timely statutory compliance with zero penalties and delays
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KEY SKILLS

Service Industry Accounting | SCM Accounting | GRN Process | PO–Invoice Matching | Vendor & Inventory Accounting | GST | TDS | MIS Reporting | Tally ERP 9 | MS Excel | Reconciliation | Audit | Construction Accounting

EDUCATION

B.Com – Delhi University
CMA (Intermediate Level – Appeared, Not Pursuing Further)

PERSONAL DETAILS

Marital Status: Unmarried

Nationality: Indian