

# Curriculum Vitae

**RAHUL  
KUMAR  
GOLA**

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✉ **Current Address:**

A-62, 1<sup>st</sup> Floor, Rail Vihar, SLF Ved  
Vihar, Ghaziabad, Delhi NCR-201102

✉ **Permanent Address:**

26/217, Sultan Ganj, Agra,  
Uttar Pradesh - 282004

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## SKILLS

- Advanced bookkeeping skills
- GST & TDS Return Filing
- Account reconciliation
- Audit coordination
- Cash flow analysis
- MS Office Suite
- Financial reporting
- Tax accounting specialization
- Invoice preparation
- ERP software
- Data entry
- Closing processes

## EDUCATION QUALIFICATION

### ***LLB***

**Dr. Bhimrao Ambedkar University**  
Agra, UP • (Pursuing)

### ***B. Com***

**Dr. Bhimrao Ambedkar University**  
Agra, UP • 2018

### ***Intermediate***

**Govind Inter College, Agra**  
U.P. Board • 2015

### ***High School***

**M.D. Jain Inter College, Agra**  
U.P. Board • 2012

## WORK EXPERIENCE

### **MKSKA & Co – Senior Accountant**

*New Delhi, Delhi • Feb/2019 - Current*

- Handling Accounts, Balance Sheet Finalization, Cash/Fund Flow, GST, EPF, ESIC, Other Taxes Etc. for a client “**Maxx Mobile Communications Limited**” that is in Liquidation as per the order of Hon’ble NCLT Mumbai due to Rs. 2000 crore approx. bank loan.
- Facilitated financial and operational audits, working with internal and external managers to communicate recommendations or issues surrounding audits.
- Completed daily cash functions like account tracking, payroll and wage allocation, donating and all types of cash and banking reconciliations.
- Analyzed monthly balance sheet accounts for corporate reporting.

### **Gupta Agro Field - Accountant**

*AGRA, UP • 05/2017 - 01/2019*

- Managed entire accounting cycle through completion, including gathering information, preparing documents, finalizing reports and closing books.
- Compiled general ledger entries on short schedule with nearly 100% accuracy.
- Bank Reconciliation

### **Personal Details**

- Father's Name: Late Mr. Bhawar Singh
- Date of Birth: 10th July 1997
- Language Known: English & Hindi
- Gender: Male
- Nationality: Indian
- Marital Status: Married
- Salary Drawn: Rs. 40,000/-P.M.
- Salary Expected: Negotiable.

### **Teeny Tiny Kids Wear - Assistant Accountant**

*Agra, UP • 08/2015 - 05/2017*

- Data Entry
- Invoice Preparation
- Monitored status of accounts receivable and payable.
- Reconciled all company accounts, including credit cards, employee expenses and commissions.
- Balanced reports to submit for approval and verification.

### **Declaration**

I hereby declare that the above mentioned details are true to the best of my knowledge any further details if required shall be provided as per the need be.

### **Thanks & Regards**



**Rahul Kumar Gola**  
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