

Vasant Kumar K

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Profile Summary

Commerce Graduate with 15+ years of experience in accounts and finance. Hands-on experience in Tally Prime for day-to-day accounting entries, vendor payments, bank reconciliation, and statutory compliance. Can handle complete accounts work independently.

Key Skills

- Tally Prime – Purchase, Sales, GRN, Bank Entries
- Vendor Payments & Supplier Reconciliation
- Bank Reconciliation (BRS)
- Accounts Payable & Receivable
- TDS and GST – basic knowledge
- MS Office (Excel, Word)

Work Experience

Accounts Executive – Moringo Organics Pvt. Ltd. (November 2024 – Present)

- Purchase and Sales entries entered in Tally Prime
- GRN (Goods Receipt Note) raised and entered in Tally
- Purchase Orders raised in Tally
- Supplier Reconciliation done regularly
- Bank entries entered in Tally and bank reconciliation done as per bank statement
- TDS and GST – basic entries and awareness

Senior Executive – Vitamed Logistics Ltd. (2023 – November 2024)

- Managed vendor payments for 14 branches across India
- Handled accounts payable and related reconciliations

Accounts Manager – Fortel (Unit of NKK Foods Pvt. Ltd.) (2021 – 2023)

- Purchase and sales entries in Tally Prime
- GRN postings, BRS, receivables and payables
- Online transfers and ledger maintenance
- Worked as Store In-charge and Bar Cashier

Accounts Manager – NKK Foods Pvt. Ltd. (2019 – 2021)

- Complete accounting – trial balance, P&L, balance sheet
- TDS postings and reporting to auditors
- Worked as Store In-charge

Accounts Manager – Varicon Pumps System Pvt. Ltd. (2018 – 2019)

- Project-wise entries with cost centers
- Payroll attendance and statutory submissions

Accountant – HG Walls (Franchisee of Aasife Biryani Pvt. Ltd.) (2017 – 2018)

- Handled accounts for 10 branches, purchases, and GST filing support
- Worked as Store In-charge

Purchases Incharge cum Accountant – Aasife Biryani Pvt. Ltd. (2016 – 2017)

- Vendor handling, purchase billing, and reconciliation
- Worked as Store In-charge

Accounts Assistant – Pranaam Financial Services Pvt. Ltd. (2007 – 2016)

- Share & trade transactions, BRS, ledgers, and statutory returns

Earlier Experience

- Accounts Assistant – Sumo Foods Pvt. Ltd. (2006)

- Computer Operator – APCPDCL, Electricity Dept. (2004 – 2006)

Education

- B.Com – Osmania University (2004)
- Higher Secondary – Govt. City College (2001)
- SSLC – Krishi High School (1997)
- Diploma in Computer Applications (DCA)

Languages Known

English, Hindi, Tamil, Telugu