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* CAREER OBJECTIVE

To be a part of growth oriented organization, which allows me to utilize my professional skills and at the sometime support my career advancement and personal growth while serving the organization.

* EDUCATIONAL QUALIFICATION

## PROFESSIONAL’S

|  |  |  |  |
| --- | --- | --- | --- |
| ***Sr.No.*** | ***Course Name*** | ***Institute/University*** | ***Year*** |
| 1. | C.M.A. Inter  (Pursuing) | The institute of cost Accountant of India New Delhi | June 2012 |

# *ACADEMIC’S QUALIFICATION*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Sr. No.*** | ***Course Name*** | ***Board/ University*** | ***Year*** |
| 1. | M.Com | M.J.P Rohailkhand, Bareilly | 2011 |
| 2. | B.Com | M.J.P Rohailkhand, Bareilly | 2009 |
| 3. | 12th (commerce) | U.P Board | 2006 |
| 4 | 10th | U.P Board | 2004 |

* OVERVIEW
* Excellent communication, organizational & Time management skills.
* Work well as both independently & as a contributing member of the team.
* Quick learning & problem solving ability.
* Self-motivated, highly adaptable and efficient.
* IT PROFICENCY
* Certified course of 1 Year Computer Diploma from Army Academy, Rampur.
* Well versed **in MS-OFFICE** that includes MS-Word, MS-Excel and MS-Power Point.
* Working Knowledge of **Tally E.R.P-9 & 7.2& Taxation Software** such as Computax, etc.

* WORK EXPERIENCE

* I have worked at M/s J.P & Associates, Chartered Accountant as account Assistant. Tirupati Plaza Shakarpur New Delhi (From-June-2010 to Aug-2011)
* I have work at Unimax International as a account Assistant. Sector -7 I.I.E Pant Nagar U.S Nagar Uttarakhand ( From.1 Sep.2011 to 30.Nov-11)
* I have worked Kasa lights & Electronics. Pvt Ltd. as a Accountant. Plot No, 14 Sector-03. I.I.E Pant Nagar U. S Nagar. Uttarakhand (From. Dec.2011 to till date)
* EXPOSURE
* All Tally entries (.Purchase, Sale, Payment, Receipt, Journal, debit/ Credit note, etc.)
* Prepare Sale Tax Return, Quarterly & Annually
* Prepare and maintain Periodically Records
* Prepare of sale & purchase registers. Manual
* Prepare Excise Return Quarterly
* Billing & Purchase Order.
* Cash Handle, & Payment Follow up, Bank Reconcile.
* Knowledge of TDS & Service Tax
* Reconcile of Debtors & Creditors
* Responsible for all forms Received & issued (Form- C, 16, 11, F)
* Full Accounting knowledge.
* Oral and written communication with Government Department.
* PERSONAL DETAILS:

Date of Birth : 1st Sep, 1987

Language Known : English & Hindi

**Date**

**Place**