

SUNIL

Email: **sunil-394007@2freemail.com**

**Career Objective:**

To get suitable placement and rewarding career in the Accounts Dept. of a Company which commensurate the Managerial and work experience set possessed.

**Working experience**

* **Worked as an Accountant from Jan’2019 to Aug’2019**

About the Company:

n India based company, it’s one of the take road tenders. Building of complete constructions or parts thereof; civil engineering

**Job Responsibilities:**

* Handling daily General Petty cash and bank deposit.
* Preparing Payment Voucher of Supplier daily basis.
* Matching the Invoices with Purchases Order.
* Reconciliation of Supplier monthly basis.
* Calculation of GST with Tally ERP-9.0 (Return Filing- GSTR-3B, R1)
* Statutory online payment and half yearly return filling (TDS,GST,Tax)
* Preparation of bank Reconciliation and various registers of daily basic.
* Handling bank related activities. (RTGS, NEFT, DD, issuing Cheque act.) And net-banking.
* Preparing weekly and monthly outstanding list of clients and follow-up with client regarding pending payment.
* **Worked as an Accountant from April’2017 to Dec’2018**

**Job Responsibilities:**

* Daily cash/ bank transactions and reconciliation.
* Weekly sales collection report update.
* Enter posting of purchase, sales, payment, receipt collection & journal voucher.
* Monthly salary working & Employee reimbursement booking.
* Collection orders to parties & give to supply.
* Handling bank related activities. (RTGS, NEFT, DD, issuing cheques, etc.) And net-banking.
* Work on tally ERP-9 Software & Excel.
* **Worked as an Accountant from Jun’2016 to Mar’2017**

**Job Responsibilities:**

* Work on fruit software, excel & registers.
* Bank activities. (Deposit cash & Cheque etc.)
* Preparing weekly and monthly outstanding list of clients and follow-up with client regarding pending payment.
* Controlling of Invoice processing and making payments to vendors on due date.
* Processing invoice based in purchase Order & Non PO on daily basis.

**Academic Qualification-**

* Master of Commerce from Pandit Deendayal Upadhyaya Shekhawati University (Raj.) India in the year 2018 with the *specialization* of (*Economic Administer Finance Management*)
* Graduation have been completed Batcher of Commerce from Rajasthan University Jaipur (Rajasthan) India in the year 2016
* Senior Secondary has been completed from Board of Secondary Education, Ajmer (Rajasthan.) With Accountancy, Business Organization, Economics in the year 2013
* Secondary have been completed from Board of Secondary Education, Ajmer (Raj.) In the year 2011

**Computer Proficiency-**

* Accounting Application Tally 9.1ERP
* Excellent knowledge in Ms. Office (Excel, Word, PowerPoint, Outlook).
* Certificate of Computing and Peripherals by PMKY IN 2017.

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| **Personal detail-** |  |  |
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| Date of Birth | - | 06TH June 1996 |
| Gender | - | Male, Indian |
| Language | - | English, Hindi |
| Marital Status | - | Single |
| Passport Valid Till | - | 21st May’2027 |
| Visa status | - | Visit visa |
| **Declaration:** |  |  |
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I hereby declare that the information furnished above is true to the best of my knowledge.

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Place: Dubai (Sunil)