**Curriculum Vitae**



Harwinder

Email: harwinder@2freemail.com

## POST APPLIED FOR: "ACCOUNTANT"

**CAREER OBJECTIVES:**

To join a progressive organization where I can work in a challenging atmosphere, make my significant contribution while developing my skills further, which would provide adequate growth opportunity and a sense of responsibility.

***ACADEMIC CREDENTIALS***

* Completed **B.com** from **St.Soldier law collage**in 2018 with **70 %** also having internship for **one month with Max life Insurance company.**
* Senior Secondary Examination(P.S.E.B) in 2015,Khambra ,Jalandhar.
* Secondary Examination (P.S.E.B) in 2013, Chitti Jalandhar.

***PERSONAL VITAE***

**Gender**: Male

**DOB**: 14 December 1997

**Hobbies and Interest**: Sports,Listening to Music,Reading Books.

**Languages known**: English, Hindi & Punjabi

**Marital status**: Un-merried

**Nationality**: Indian

***ORGANISATIONAL EXPERIENCE***

**Merchants (Jalandhar)**

**(june2018 to till date)**

**(As aAccountant)**

***Key Accountabilities Handled:***

* Fully responsible for handling cash,reconcilations,collections and accounting.
* To verify and pass all expenses vouchers and ensure timely updating of the books of accounts.
* To track availability of funds in bank accounts, place adequate interbank transfers, procure information on bank balances, procure banks statements and prepare necessary bank reconciliation statements.
* To effectively close the monthly accounts on timely basis.
* To update the account entries in Catpro software
* Ensure any other duty that may be assigned from time to time.
* Maintain adequate records of cheques issued and ensure timely updation of the entries in the books of accounts.
* To make MIS on monthly basis.
* To make export invoices and e way bills.
* Working on Gst return and Tds return.
* Maintain adequate records of cheques issued and ensure timely updation of the entries in the books of accounts.
* To timely disburse cash/cheques to internal, external customers.
* Making salaries slips on real pack solution software and Distributing Salaries to Workers.

**Innocent Hearts School (Jalandhar)**

**(January 2018 to june 2018)**

**(junior Executive Accountant)**

***Key Accountabilities Handled:***

* Handling petty cash expenses of all branches.
* Vendor Management, Compliance Management, Registration and amendment
* Reconciliation of statements
* Registration and fees management
* To update the account entries in realpack solution software
* Daily account tally
* Timely disburse cash and cheques.
* To verify and pass all expenses vouchers and ensure timely updating of the books of accounts.
* To track availability of funds in bank accounts,place adequate interbank transfers,procure information on bank statements and bank balances.
* Maintain daily day book and submit to the Finance incharge.

***COMPUTER CREDENTIALS***

**Software**:Ms-Office (Word, Excel, PowerPoint), **Tally ERP 9.0, Visual Catpro, BUSY Business accounting softwsare,Realpack solutions, THING Software (for accounting and retail).**

**Application/OS:**Internetand E-mail.

***PERSONAL STRENGHTHS***

* **Integrity , Dedication, Fairness, Flexibility, Customer Service, Team works, Leadership**
* **Time Management "I do right thing, right time, right Place"**
* **the ability to motivate people ,good spoken and written communication skills**
* **the ability to plan and priorities your own work and other people's**
* **an understanding of computer systems and cash registers, for some jobs**
* **Calmness under pressure ,decision-making ability, accuracy with record keeping ,accounting skills.**

I am confident enough of my ability to work in a team or independently. I hereby solemnly affirm that the information provided by me is true to the best of my knowledge.Ifyou will give me opportunity to do this work I will do my best.