**PROFESSIONAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sapphire Assignment Services,Jalandhar (June 2005 to May 2007)**

**Beginner**

● Astt Accounts team in data entry .

● Visit Bank for office work purpose.

**Kiran Excel Systems Pvt Ltd,Jalandhar (June 2007 to Nov 2009)**

**Astt Accounts Team**

**●** Got knowledge for accounting software how to work professional.

● Handle TDS entries.

**HRA Papers Mill Pvt Ltd, Jalandhar (Dec 2009 to Feb 2012)**

● Handle Billing.

● Reconcile Banks.

**Via.com, Bangalore (Feb 2012 to Jan 2014)**

● Handle Dally 1.5 Core billing Almost 190 to 200 bills .

● Daily Report check of 4 -5 Supplier.

**TSC Travel Services Pvt Ltd ,Jalandhar(Feb 2014 to March 2015)**

● Handle Service Tax .

●Handle Bank recosilation daily basis 5 Banks.

**Link Online Pvt Ltd , New Delhi (April 2015 to Till now )**

● Handle Sales Report.

●Handle Customer on weekly basis payments.

● GST & General entries.

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Institute of Computer Accountants

ICA, April 2007 Kolkata,India

Guru Nanak Dev University

Bachelor of Arts ,April 2006 Amritsar,India

Punjab Technical University Jalandhar, India

Master of Admistration, September 2012

**Additional Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

● Knowledge of Microsoft Office Application

● Ability to use Adobe packages: Photoshop and Reader