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|  **CURRICULUM VITAE****NEHA RAJPUT**R-3A/116 MOHAN GARDEN, UTTAM NAGAR ,NEW DELHI-110059. Email: envisionneha1@gmail.com Cont. No: 9971416253 **CAREER OBJECTIVE**  To work with a professionally manage and dynamic organisation this provide opportunities and responsibilities to enhance the Knowledge of skills to Contribute in the line of growth of the organisation.**EDUCATION QUALIFICATION**10TH Passed From C.B.S.E Board.12TH Passed From C.B.S.E Board.Graduate in Bachelor of Commerce fromDelhiUniversity.Pursuing Master of Commerce from IGNOU New Delhi.**PROFESSIONAL QUALIFICATION**18 Month Course of Financial Accounting (EPDFA).Basic (Ms – Word, Ms – Excel, Ms – PowerPoint Google Drive) Internet Concept.**WORKING EXPERIENCE**1. As a Accounts Executive in “Gulati Traders “Since 08 Oct 2012 to 10 April 2015.2. As a Account Executive in “JDA & Co.”(C A Firm) “April 2015 to Dec 2018.3. Currently I am Working In “Ess Aar Automotive Pvt.Ltd.” As a Accountant.**TECHNICAL QUALIFICATION**Knowledge of TDS,( TDS return & preparation, submission & payment)Knowledge of Vat.Knowledge of Gst Return (GSTR 3B, GSTR1, GSTR2, GSTR4)Knowledge of Income Tax ReturVat Assessment, C forms Generate, H for.Preparing of Balance Sheet. Knowledge of Software(Busy, Tally, SAP, Z Order &Wizapp)Knowledge of Ms – Excel & Google Drive, Financial MIS.**Responsibility & Skills****ON SAP Software**Making vendor Payment,RTGS,NEFTDMR PostingEnter cash voucherPayment entryCustomer & vendor clearingMaking vender payment **ON BUSY Software**Purchase & SalePayment & ReceiptBank ReconciliationPurchase RegisterSales RegisterLedger ReconcileCash Handling **ON TALLY Software** Prepare accurate, timely financial statements in accordance with our Compliance Date.Banking: - RTGS/NEFT/CHECQE/DD/bank reconsolidation.Responsible for day to day accounting entries.Responsible for creditor, payments ageing wise.Reconciliation all debtors & creditors [quarterly](https://www.google.com/search?rlz=1C1CHBF_enIN811IN811&q=quarterly&spell=1&sa=X&ved=0ahUKEwiv3MHKvobjAhVd73MBHbXCD8kQkeECCC0oAA)& Yearly.**STRENGTH**Adjustable to Changing Environment.Honest and Trustworthy.Learn to New Skills.Sincere, Self-Confident& Positive Attitude towards my Future.**PERSONAL PROFILE**Full Name : Neha RajputDate of Birth : 06 Sep 1993Father’s Name : Mr. Dev Dutt Singh RajputReligion : HinduNationality : IndianLanguage : Hindi & English**Declaration:-**I hereby all the information is correct & best of my Knowledge.Date :- |
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