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| |  | | --- | | **CURRICULUM VITAE**  **NEHA RAJPUT**  R-3A/116 MOHAN GARDEN, UTTAM NAGAR ,  NEW DELHI-110059.  [Email:](mailto: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,NEFT  DMR Posting  Enter cash voucher  Payment entry  Customer & vendor clearing  Making vender payment  **ON BUSY Software**  Purchase & Sale  Payment & Receipt  Bank Reconciliation  Purchase Register  Sales Register  Ledger Reconcile  Cash 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 Rajput  Date of Birth : 06 Sep 1993  Father’s Name : Mr. Dev Dutt Singh Rajput  Religion : Hindu  Nationality : Indian  Language : Hindi & English  **Declaration:-**  I hereby all the information is correct & best of my Knowledge.  Date :- | |  | |
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