

CURRICULUM VITAE

VIVEK JAIN

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Academic Background

DEGREE	INSTITUTION	YEAR OF PASSING	PERCENTAGE
B.COM (HONS.)	Delhi University	2017	46.80%
XII	CBSE	2014	55.83%
X	CBSE	2012	68.40%

Additional Qualification

- Certificate in computer application from N.I.O.S.

Computer Literacy

- Working Knowledge of accounting softwares i.e., Busy and Tally.
- Working Knowledge of MS Office (Excel, Word, Powerpoint)
- Working Knowledge of GST, Income tax, Accounting, TDS.
- Passed IT Training which conducted by ICAI.

Employment History

1. Accountant

Organization Satyendra kumar & Co.

Designation As an Accountant **From February, 2018 to June, 2019**

Job Responsibilities

- Maintaining Data Excel all filing records, Ledger accounts reconciliation.
- Payments and Receiving reconciliation.
- Sale, Purchase, Bank and Cash entry in Tally and Busy.
- GST Registration, GSTR 3B and GSTR 1 Filing & GSTR 2A reconciliation.
- Income Tax Return Filing
- Import Export Code Registration

2. Accounts Payable :

Organization EXL Service com (I) Pvt. Ltd.

Designation As a Senior Executive **From August,2019 to February, 2020**

Job Responsibilities

- Process knowledge of all types of AP invoices into ERP system.
- Ensuring invoices are processed as per terms of contract/ agreement/ approvals before putting them into system
- Match invoices against Purchase order within SLA

3. Accountant

Organization Satyendra kumar & Co.

Designation As an Accountant **March,2020 to June,2021**

Job Responsibilities

- Maintaining Data Excel all filing records, Ledger accounts reconciliation.
- Payments and Receiving reconciliation.
- Sale, Purchase, Bank and Cash entry in Tally.
- GST Registration, GSTR 3B and GSTR 1 Filling & GSTR 2A reconciliation
- Income Tax Return Filling
- Import Export Code Registration

4. Accounts Assistant :

Organization Wellmed International Industries Pvt. Ltd..

Designation As an Accounts Assistant **From June,2021 to Present**

Job Responsibilities

- Maintaining Data Excel all filing records, Ledger accounts reconciliation.
- Payments and Receiving reconciliation.
- Sale, Purchase, Bank and Cash entry in Tally.
- GST Registration, GSTR 3B and GSTR 1 Filling & GSTR 2A reconciliation.

Core Competencies :

- Posses good communication and inter-personal skills.
- Have to ability to work under pressure and meet deadlines.
- Always inquisitive to learn new concept.
- Capable of adapting in dynamic situations.

Personal Snippets

Father's Name : Late. Rajveer Jain
Mother's Name : Mrs. Sunder bala Jain
Nationality : Indian
Date of Birth : 1st Oct 1996
Gender : Male
Religion : Hindu
Languages known : English and Hindi
Address : 4/1489 Street No. 14A Vishwas Nagar
Shahdara Delhi-110032

Declaration

I hereby declare with my full concern that all information mentioned above by me is true and up to date to the best of my knowledge.

Date:

Place:

(VIVEK JAIN)