**CURRICULUM VITA**

**Rahul**

H.no 88, Kumashpur,

Distt. & Teh. Sonipat(Haryana)-131001  
Mob No. 8814851154 , 7988284779

G-mail: rahulantil197@gmail.com

**PROFESSIONAL PROFILE:**

I am a passionate and professional; I am quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems. I am able to work well on my own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines. Even under significant pressure, I possess a strong ability to perform effectively.

**CAREER OBJECTIVE :-**

To seek a responsible and challenging position which makes use of the full potential of my talents and which gives me opportunities for personal growth and professional advancement.

**EDUCATIONAL QUALIFICATION :-**

* 10th passed from HBSE (2014).
* 12th passed from HBSE (2016).
* Pursuing B.Com 3rd year From IGNOU University New Delhi

**COMPUTER SKILLS :-**

* One year computer courses & Accounting from **Hartron** Computer Centre **Sonipat**
* I have a Complete Knowledge of GST Tally.

**WORK EXPERIENCE ACCOUNTANT** :-

* 6 month training Chartered Accountant in Sonipat.
* 1 year working as Accountant in Gulshan Dhaba Sonipat.
* Working as Accountant in VLF Solutions. from April to till now.

**Area of Expertise in Accounting Works in Gulshan Dhaba,**

* Maintain day-to-day entry of all vouchers in Tally ERP-9 like Sales,

Purchase & Journal Entries

## Area of Expertise in Accounting Works in VLF Solutions (Partnership Firm).

* Maintain day-to-day entry of all vouchers in Tally ERP-9 like Sales, Purchase & Journal Entries, Debit Note & Credit Note, E-Way Bill, Online Net Banking for payment, MIS Reports on daily basis as required by Mangers & Management.
* Preparation details of Monthly TDS & TCS Deposit, Payment of TDS/TCS by online by Net Banking, Preparation & deals in all related work.
* Maintain Bank Book & Cash Book on daily basis and Submit DP Report to Managers on daily basis.
* Handling Accounts Receivables & Accounts Payables on daily basis.
* To ensure the books of accounts are maintained as per the standards and timely manner.
* Review monthly bank reconciliation statements of all bank accounts.
* Establish and maintain fiscal files and records to documents transactions.

**COMPUTER KNOWLEDGE:-**

* Having knowledge of MS Word, MS Excel, MS Power Point, MS Dos, Internet, Tally ERP-9.

**OTHER SPECIAL :-**

* Good At Team Work
* Good Communication Skill.
* Have A Good Character.
* Have A Own Pc (P-IV)

**PERSONAL PROFILE :-**

Name : Rahul

Father Name : Sh. Suresh Kumar

DOB : 03-10-1999

Language : Hindi & English

Nationality : Indian

I Hereby Declare That The Above Information Is True And The Best Of My Knowledge.

**Date :- Rahul**

**Place :-**