**RESUME POST: ACCOUNT Assistant**

Name: Vaibhav Rastogi

Phone: 8882999790, 8285614818

Email address: vaibhavrastogi@live.com

**Experience: (For 8 Years)**

**Affnads solutions pvt ltd**as Sr. Account Manager 1st June 2018 to **current working Kadam marketing limited**as Sr. Account Manager r 1st May 2017 to May 2018 **Rishi vastra vyapar pvt ltd**as Account Manager 1st oct 2010 to April 2017

**Education**

**B.COM Pass**

2012 Delhi University

**Computer**

Gandhi institute of computer education & information technology Tally Erp 9, Ms office, MS excel- Vlookup, Hlookup,

**Job Responsibilities handled**

GST payment and **GST3B, GST1 AND GST2**Return filing,

Online **Eway**bill generating

Preparing outstanding list of Debtor & Payment follow-up

**Bank, Debtors & Creditors Reconciliation.**

Checking of bill and rectified,

**TDS payment and return**file form 16 and 16a generating

**PF / ESI calculation, ECR filing and generate challan**

Ledger posting of purchase, sales, payment, receipt collection & journal voucher. Maintain cash transaction & petty cash book,

Preparing cash, Day to day cash & bank transactions checking Sales & Purchase total reconciliation of accounts calculating GST Reconciliation of Bank Statement at the end of month.

Maintain salary register in MS-Excel. Maintain Balance sheet & profit & Loss

**Personal Details**

Father’s Name: Mr Anil Rastogi

Address: A-185/S2, 2nd floor, Shalimar Garden Extn, Ghaziabad,

Uttar Pradesh - 201005

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| Date of Birth: 2th Feb 1990 |  |
| Date ………………………. | Signature |
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