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| |  |  | | --- | --- | |  | | | **9306977586** |  | | [*Lavishrohilla007@gmail.com*](mailto:Lavishrohilla007@gmail.com) |  | | **House No.869 Lal Darwaja Darji Wali Gali Behind Gaushala**  **Sonipat-131001** |  | |  |  | |  | | | **EDUCATION** | | | **Bachelor of Commerce**  **From MDU Rohtak** | | |  | | | **KEY SKILLS** | | |  | | | **Microsoft Office** | | | **English and Hindi** | | | **Web and tech savvy** | | | **Quick Learner** | | | **Problem solving** | | | **Team leadership** | | |  | | |  | | |  | | |  | | | |  | | --- | | **Lavish Rohilla**  **ACCOUNT EXECUTIVE** | |  | | **CAREER OBJECTIVE** | |  | | To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self - development and help me achieve personal as well as organizational goals. | | **PROFICIENCY FORTE**   * Account & Auditing * Finance & Tax * Reconciliation of Bank books * Debtor’s & Creditor’s   **ACADEMIC QUALIFICATIONS**   |  |  |  | | --- | --- | --- | | **Qualification** | **University / Board** | **Year** | | **B.COM** | **MDU Rohtak** | **2018** | | **12th** | **HBSE** | **2015** | | **10th** | **CBSE** | **2012** | |  |  |  |   **PROFESSIONAL EXPERIENCE**   |  |  | | --- | --- | | **Institute Name** | **Course** | | The Institute of Computer Accounts | Tally Erp9 | | The Institute of Computer Accounts | MS-EXCEL | | The Institute of Computer Accounts | MS-WORD | | The Institute of Computer Accounts | GST & TDS | |  |  |   **WORK EXPERINECE**  Currently Working in Astha Resources (Agent Reliance Industries Limited). As a Senior Accountant from Sep 2021 to till date.   * Maintaining books of accounts & making entries in Tally. * Maintaining Purchase & Sales Register. * Bank Reconciliation. * Vendor’s Payment as per Company norms. * Preparation of document for Income Tax Returns and for TDS. * Preparation of Daily & Monthly MIS. * Knowledge of GSTR 9 & 9C * Epfo 7 Esic Returns.   Junior Accountant (Jan 2019 – Aug 2021) in **Saraf Fincom Pvt Ltd** (DNS GROUP).  Junior Accountant (Oct 2017 – Dec 2018) in **Chhabra Narang & Associates.**  **Accounting work**   * Deputed as in-house accountant for book keeping and compliance services on various client. (For Companies/Firm/Proprietor) * Reconciliation of Bank statement, Trade payable/Receivable ledger. * Preparing various routine MIS reports for Clients. * Part of team for conducting **internal audit**. * Manage Debtor’s as per Companies requirement. * Vendor’s Payments. * Preparing Creditor’s sheet as per Requirements. * Overlook day to day bank. * Epfo 7 Esic Returns   **STRENGTHS**   * Ability to work under pressure and without supervision. * Willingness to accepts additional responsibility * Always interact with colleagues for sharing knowledge and information. * Proactive and quick response. * Eager to learn new things to enhance knowledge.   **PERSONAL DETAILS**  **Date Of Birth : 24-11-1997**  **Father’s Name : Mr. Ravinder Kumar**  **Nationality : Indian**  **Gender : Male**  **Marital Status : Unmarried**  **Languages Known : Hindi & English**  **Address : House No. 869 Lal Darwaja darji wali gali**  **Behind Gaushala, Sonipat Haryana -131001**  **DECLARATION**  I hereby declare that above mentioned information is correct the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.  **(LAVISH ROHILLA)** | |  | |  | |  | |  | |  | |  | |  | |