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|  **9306977586** |  |
| *Lavishrohilla007@gmail.com* |  |
|  **House No.869 Lal Darwaja Darji Wali Gali Behind Gaushala** **Sonipat-131001**  |  |
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| **EDUCATION** |
| **Bachelor of Commerce****From MDU Rohtak** |
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| **KEY SKILLS** |
|  |
| **Microsoft Office**  |
| **English and Hindi** |
| **Web and tech savvy** |
|  **Quick Learner** |
| **Problem solving** |
| **Team leadership** |
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|  **Lavish Rohilla** **ACCOUNT EXECUTIVE** |
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| **CAREER OBJECTIVE** |
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| 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**

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| --- | --- | --- |
| **Qualification** | **University / Board** | **Year** |
| **B.COM** | **MDU Rohtak** | **2018** |
| **12th** | **HBSE** | **2015** |
| **10th** | **CBSE** | **2012** |
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 **PROFESSIONAL EXPERIENCE**

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| **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)** |
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