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| rajgothwal.jpg  **RAJ KUMAR**  Account Executive  **Contact…**  **phone-39-24.png+91-7838009607**  **mail-24.pngrajgothwal05@gmail.com**  **pin-8-24.pngL–25/A, Vijay Vihar Phase-2,**  **New Delhi-110085**  **Social Contact…** facebook-3-24.png rajgothwal05C:\Users\Abc\Downloads\twitter-24.png rajgothwal05 **linkedin-3-24.png in/rajgothwal05**  **instagram-24.png rajgothwal05**  **Personal Data…**  **Father… Mr. Narayan Lal**  **Mother… Mrs. Shanti Devi**  **Marital Status… Married**  **Born on… 05th Sep 1988**  **Home Town… Rajasthan**  **Nationality… Indian**  **Religion… Hindu**  **Languages… Hindi & English**  **Hobbies…**  **Play Cricket, Listening to Music, Surfing The Net, Traveling The World, Swimming, Photography and Getting New Tools.** | *Career Objective:-*  Aims to be a part of organization that provides me an opportunity to do my best and improve my knowledge with latest trends and to be part of them to work dynamically towards the growth of organization.  To create niche in the organization though my knowledge, skills and my positive attitude.  *Personal Qualities:-*   * Strong analytical and problem solving skills. * Unmatchable communication skills in Written and verbal both.. * Highly trustworthy, discreet and ethical.   *Technical Skills:-*   * Knowledge of MS Office. * Knowledge of Tally 9.0 ERP and Busy Software. * Internet Operations & E-Mail Handling.   *Key Responsibilities Handled:-*   * Perform general office duties such as typing, operating office machines, and sorting mail. * Add new material to file records and create new records as necessary. * Accounting. * Office work as per requirement.   *Academic:-*   * ***10th*** *(****CBSE*** *Board)* ***2007*** * ***12th “Arts”****(****CBSE*** *Board)* ***2009***   *Professional Qualification:-*   * ***B.A(Prog.)*** *From* **(SOL) *Delhi University (2015)***   ***CourseInfo:-***   * **Diploma in Commercial Accounting with Tally Erp From R.K. Malhotra’s (Regd.) Sector-7 Rohini.** |

*Experience in Tally Accounting:-*

* **2 Year and 6 Months.**

**[Account Executive] {Saran Aircon Pvt Ltd, Vikaspuri} [Feb 2017 – July-2017**]

*Work Responsibility*

* Establish of accounts and assign entries to proper accounts.
* Update accounts receivable and issue invoices.
* Preparation of bank reconciliation on daily basis.
* Reconciliation of Debtors and Creditors.
* Handling bank related activities. (i.e. RTGS, NEFT, DD, issuing Cheques etc) and net-banking transactions and also visit bank for office work.
* Researching problems and processed corrected payments.
* Maintaining records of payment information.
* Managing vendor accounts, generating weekly on demand cheques.
* Handling payroll of 57 employees.
* Handling Petty cash.
* Enter posting of purchase, sales, payment, receipt collection & journal voucher.

**[Account Executive] {JMD Wires & Cables, Jhilmil} [Sep 2017 – Till Now**]

*Work Responsibility*

* Calculation of GST Report with Tally ERP-9 (GSTR-1, GSTR-2 and GSTR-3B Handover to CA).
* Establish of accounts, and assign entries to proper accounts.
* Update accounts receivable and issue invoices.
* Preparation of bank reconciliation on daily basis.
* Reconciliation of Debtors and Creditors.
* Handling bank related activities. (i.e. RTGS, NEFT, DD, issuing Cheques etc) and net-banking transactions and also visit bank for office work.
* Researching problems and processed corrected payments.
* Maintaining records of payment information.
* Managing vendor accounts, generating weekly on demand cheques.
* Handling payroll of 85 employees.
* Handling Petty cash.
* Enter posting of purchase, sales, payment, receipt collection & journal voucher.

*Declaration of Vailidity of Information*

I **RAJ KUMAR** declare that any and all of the above information presented in this resume of this is certified, valid and true to the best of my knowledge.

**Place: New Delhi**

**Date: (Raj Kumar)**