

RESUME

RAJ SHARMA

Block-C House No.815,16

Jahangir Puri,

Delhi 110033.

Mob.9910061501

Email id-raj9910061501@gmail.com

CAREER OBJECTIVE:

- A friendly outgoing person. Reliable, hard-working and happy to work both as part of team as well as on own initiative fluent in English and Hindi

QUALIFICATION:

- 10th passed from C.B.S.E BOARD in 2009-2010
- 12th passed from C.B.S.E BOARD in 2011-2012
- B.com from IGNOU in 2014-2017
- Pursuing M.com From IGNOU in 2017-2019

TECHNICAL QUALIFICATION:

- Basic knowledge of Computer.
- Tally 9.0
- Tally 9.1
- Knowledge of Ms Excel and Ms Words.

WORK EXPERIENCE:

- Two years experience as an Accountant in Srishti Healthcare (Jan.2015-Jan.2017)
- Two & Half Years experience as an Accountant in Roadpoint Limited (Jan.2017-Jun.2019)
- One Year experience as an Accountant in Dook Travels Pvt Ltd (July 2019-Present)

Job Description

GST Calculation

Payments of GST Tax

GST Returns (GSTR-1 & GSTR-3B Returns)

TDS Calculation,

Payments of TDS Tax

Sales Invoices & Required E-way bill

Purchase Invoice

Debit note Records

Credits note Records
Ledger maintain of Debtors
Ledger maintain of Creditors
Bank Reconciliation
Bank Works (Like Parties RTGS, NEFT, Cheque Records & Others)
Day to day accounts works
All Kinds of Office Expenses
Petty Cash
Handel all kind of business Loan
Maintain Goods' Records
Salary Calculation & payment
Salary TDS Calculation,
Payment of Salary TDS
Coordination with CA of the Company for All Kinds of Work of Accounts

TOTAL EXPERIENCE 5 Years & 6 Months as an Accountant

PERSONAL INFORMATION:

Father's Name	:	Sh. Ram Prakash
Date of Birth	:	25/10/1992
Marital Status	:	Married
Gender	:	Male
Nationality	:	Indian
Language Known	:	Hindi & English

