

CHINKEY KHURANA

B 92A, Shakarpur, Laxmi Nagar, Delhi-110092

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CURRICULUM VITAE

To pursue a highly challenging career in the field of Finance, Accounts & Taxation, where I would apply my knowledge, experience and ideas to develop high caliber professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional.

EXPERIENCE

- Currently working as **Dispatch Manager&Accountant in“Industrial Paper Convertor” from May 2015 to till date.**
- **Hexagon Trade Services Limited .as an Accountant from April 2014 to April 2015.**

TECHNICAL EXPOSURE

- Tally ERP 9.
- Expertise in Microsoft Excel, Word .
- Windows – 10, 8, 7.

KEY SKILLS

- General accounting.
- Generated the different type of bills in Tally ERP 9 like (Sale Bill, Purchase Bill, Contra Entry, Journal Entry).
- Knowledge of GST & Data Preparation for GST Returns.
- Debtors & Creditors Reconciliations.
- Monthly/Quarterly MIS.
- Generated E-Way Bills.
- Generated Debit Note & Credit Note.
- Bank Reconciliation.

PROFESSIONAL EXPERIENCE – 5 Years

April 2014 – April 2015

Hexagon Trade Services Limited

Accountant

- Assisted with weekly, monthly closing reports.
- Reviewed all tax returns.
- Coordinate with senior accountants to analyze and fixed asset additions.
- Tracked all spending against approved requests.

MAY 2015 to till date

Industrial Paper Convertor

Accountant

- Integrated with potential customer to make them familiar with our company product offerings.
- Handling Queries.
- Handling petty cash expenses
- Handling files
- Looking after General Administration work
- Looking after Dispatch schedule on day to day basis
- Preparing of all accounts like voucher entry, Sale/Purchase, Bank Reconciliation & Preparing Salary Sheet.

EDUCATIONAL CREDENTIALS

- **B.Com (70%) - Jun 2011**
Kurukshetra University, Kurukshetra
- **Senior School Certification (70%) - Mar 2008**
HSBTE, Kurukshetra

PERSONAL DETAILS

Name	Chinkey Khurana
Date of Birth	27 th December, 1991
Mobile No.	+91-7988046243
Nationality	Indian
Gender	Female
Marital Status	Unmarried
Hobbies	Watching TV, Listening to music, Cooking
Father's Name	Late Mr. Ravinder Khurana
Mother's Name	Mrs. Neelam Khurana
Address	B 92A, Shakarpur, Laxmi Nagar, Delhi-110092
Email ID	chinkey2112@gmail.com

Declaration:- I have declare that above information furnished is true to the best of my knowledge & behalf.

Date:

Place: New Delhi

Chinkey Khurana