**OMPAL** Mob: +9971038837

Email ID: [-om98787@gmail.com](mailto:-om98787@gmail.com)

# Working Experience:

* Currently working with **Promotional Club** as an **ACCOUNTANT** in Greater Noida Gautam Budh Nagar Since 4th May 2020.
* Worked with **URTECHMATE INDIA Pvt. Ltd (Fabric House)** As an

**ACCOUNTANT** in Lajpat Nagar New Delhi since 2nd January 2019 to 30th April 2020.

* Worked with **JOKERS FOOD AND BEVERAGE Pvt.Ltd** as an **ACCOUNTANT** in Sector -38 Noida Gautam Budh Nagar (UP) since 20 December 2017 to 31 December 2018.
* Worked with **U AND I PRINTS (Fabric House)** as an **ACCOUNTANT** in Sector-88 Noida Gautam Budh Nagar (UP) since 5 June 2017 to 15 December 2017.

**Key Skills:**

* Day to Day Accounting on **TALLY ERP9 Software, ERP Version 6.0.4265s (Enterprise Resource Planning Software), TALLY ERP9 Software** and Knowledge about **SAP Software.**
* Debtors/Creditors Reconciliation and knowledge of TDS and Account working experience of ERP9 and ERP Software.
* Verification of Expenses Bills i.e. Telephone Bills, Local & Foreign Tour, Travelling Bills, Electricity Bills, Hotel Bills & Other Office Expenses.
* Preparing Computation of GST, TDS and Income tax Returns.
* Bank Reconciliation & Coordinating With Bank for Foreign Remittance.

**Job Profile:**

* Data entry, Salary sheet, Bill passing, Cash handling.
* Accounting Of Journal Entries , Various Expenses And (Job work, Purchase & Customer Rejection)
* Booking of invoice sent to finance for release payment.
* Computation of monthly GST/ TDS.
* Sales Tax /CGST/SGST/IGST
* Knowledge About Goods Inventory
* Follow up for Payment.
* Petty cash Handling
* Vendor and Buyer Reconciliations
* Inter Company Reconciliation.

# Education:

* Passed **B. Com (H)** from DELHI UNIVERSITY in 2017.
* Passed **Senior Secondary** (Intermediate) from CBSE in 2014.
* Passed **Higher Secondary** (Matriculation) from Allahabad Board in 2012.

# Additional Qualification & Technical Skills:

* One-year diploma in computer in 2017
* Can proficiently operate TALLY 7.2 & ERP 9 and MS Office, MS excel and Power point.
* Have experience of using Internet and various Tax computation & Report preparation Software.

# Objectives

To seek a position where I can my skills and abilities in the industry that offers me professional growth while being innovative, flexible and resourceful.

# Hobby

Playing cricket

# Personal Profile

* + Name - ompal
  + Father’s name - Mr. Dheera nath
  + Mother’s name - Smt. Kamla devi
  + Date of birth - 4th may 1995
  + Marital Status - marrieds
  + Language Known - Hindi & English
  + Present Add. - vill - Jalpura, P.O. kuleshra, Greater Noida

Gautam Budh Nagar (UP) 201306.

# All the details furnished above are true to best of my knowledge and belief.

**Place:**

**Date: OMPAL**