**RESUME**

**RUCHI**

**HAIDERPUR, NEW DELHI-110088**

Contact: +91 8920369944,8700248633

Email: ruchi9101@gmail.com

**CAREER OBJECTIVE**

Aspiring to work with an organization that offers responsible position where I can utilize my skills and capabilities to carve a niche for myself and effectively deliver towards contributing to the organization’s aspirations and also enhance my personal growth through continual upgrading of knowledge.


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##### **ACADEMIC CREDENTIALS**

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| * Course on TALLY ERP.9 done from M.TECH
* Diploma in computer application from M.TECH Computer Education & Good knowledge of excel, MS Office.
* INTERNET ( Handling Email of the clients)
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**QUALIFICATION**

**M.COM from IGNOU in 2014**

**B.COM from** Delhi University in 2011

 **12th from CBSE Board in 2008**

**10th from CBSE Board in 2006**

**WORK EXPERIENCE**

**PAST EXPERIENCE**

 1) **Organisation : GRA & ASSOCIATES (CA FIRM)**

 Designation : Account Assistant

 Work Experience : 7 months

 Working Software : Tally, Ms Office

 **2) Organisation : SHRINK SPECIALISTS**

 Designation : Account

 Work Experience : 9 months

 Working Software : Tally, Ms Office

3) **Organisation : ANURADHA ENTERPRISES PVT. LTD.**

 Designation : Accountant

 Work Experience : 3.5 years

 Working Software : Tally ERP.9, FOXPRO, Ms Office

 Job Responsibility : Handles voucher making, sale purchase entry, Bank Reconciliation, Debtors, . Creditors account Reconciliation, all D-VAT Assessment Cases, filling of Dvat . Returns, Mismatch Report etc.

**CURRENT EXPERIENCE**

 Organisation : DELHI HAAT COTTAGE EMPORIUM

 Designation : Sr. Accountant

 Work Experience : 3.6 years

 Working Software : Tally ERP.9, Ms Office

**RESPONSIBILITIES:**

* Responsibilities of accounts management.
* Working on TDS Calculation and Returns thereof.
* Working on GST Return as Calculation & Prepare Monthly Returns.
* Coordination with Chartered Accountant on Various points of accounts.
* Tracking & booking of vendor invoice.
* Creditor’s statement reconciliation.
* Bank Reconciliation.
* Maintaining books of accounts in Tally ERP. 9.
* MIS, DATA ANALYSIS

**OTHER RESPONSIBILITIES:**

* Handling all cash transactions & records

**STRENGTHS**

* Amiable Nature.
* Good communication skill interpersonal skills
* Ability to work and coordinate in a group.
* Honestly to my duties, responsibilities & Accountability.
* Positive attitude, professionalism and methodical.
* Problem solving and decision making. Ability to work in challenging environment and learning from adverse situations.

**PERSONAL INFORMATION**

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| --- | --- | --- | --- |
| Father’s name  |  | : | Late sh. Phool Chand Chaurasia |
| Date of Birth  |  | : | October 09, 1989 |
| Marital Status  |  | : | Married |
| Languages Known  |  | : | English, Hindi  |
| HobbiesNationality  |  | : : | Listening music Indian |

I hereby declare that above mentioned information are correct and true to the best of my knowledge.

**PLACE: New Delhi RUCHI**