

KARTIK TANWAR

Mobile: +91 9953084729,9899390343 / **E-Mail:** KARTIKTAN07@GMAIL.COM

Objective:

To join an organization that aims at exceeding must challenging job, good working atmosphere with scope for learning, growth and development.

Education

- 10th Passed from CBSE BOARD
- 12th Passed from CBSE BOARD
- Graduation (B.COM) Completed From (Mahatma Gandhi Chitrakoot University), Satna .
- Completed an Accounting Course (CIA) From Institute of computer accounting (**ICA**).

Computer Accomplishments

- **Fundamental** computer knowledge (M S Words, Excel, Access, Tally 5.4, 4.5, 7.2, ERP-9 & ERP Busy,SAP)

Work Experience (6.5 Years).

Title : "Assitant Accountant "
Organization : B. M VARMA & CO.
Duration : OCTOBER 2014 TO MARCH 2016

Description

Working on Tally (sales, purchases,Bank Payment, Cash Payment, Journal Voucher,Sales Tax Return Filling ,Bank Reconsilation , Party Ledger Reconsilation).

Title : "Assitant Accountant "
Organization : MICROMAX TECHNOLOGIES PVT LTD. (**Group Of Micromax**)
Duration : April 2016 TO December 2016

Description

Working on BUSY (sales, purchases, Bank Payment, Cash Payment, Journal Voucher,Sales Tax Return Filling, Bank Reconsilation , Party Ledger Reconsilation).

Title : "Accountant "
Organization : SANJEEVANI RENEWABLES PVT LTD. (**Group Of Micromax**)
Duration : January 2017 TO May 2017

Description

Working on BUSY (sales, purchases, Bank Payment, Cash Payment, Journal Voucher,Sales Tax Return Filling, Project Wise Working, Custom Duty Payment, Bank Reconsilation , Party Ledger Reconsilation).

Title : "Sr. Executive (F&A) "
Organization : MICROMAX ENERGY LIMITED. (Group Of Micromax)
Duration : JUNE 2017 TO NOV 2018.

Description

Working on BUSY (sales, purchases, Bank Payment, Cash Payment, Journal Voucher, Sales Tax Return Filling, Project Wise Working, Custom Duty Payment, Bank Reconsilation , Party Ledger Reconsilation, Freight Booking , Freight Payment, PF Payment , ESI Payment, Expenses Booking , TDS Deduction on Freight Bills, TDS Payment on site, GST Report preperation for Filling of Return, Inventory Reconciliation, Logistics Work(Transportation)).

Title : "Sr. Associates (B2)(promoted from Junior to Senior rank) (F&A) "
Organization : Airport Authority of India Cargo Logistics and Allied Services(AAICLAS) – (Outsourced to Blue Consulting Private Limited)
Duration : DEC 2018 TO JAN 2020.

Description

Working on SAP (Revenue Booking, Bank Payment, Journal Voucher, Bank Reconciliation , Party Ledger Reconciliation , Expenses Booking , TDS Deduction TDS Payment on site, GST Return Filling for Various Stations.

Title : "Sr. Associates "
Organization : C Parkashan Co.
Duration : FEB 2020 TO MARCH 2021.

Description

Working on TALLY (Revenue Booking, Bank Payment, Journal Voucher, Bank Reconciliation , Party Ledger Reconciliation , Expenses Booking , TDS Deduction TDS Payment on site, GST Return Filling for Various Stations, Purchase Booking)

Personal V itae

Date of Birth : 14th AUGUST 1996
Languages : English & Hindi
Address : WZ 267 B/1 BASAI DARA PUR , NEAR RAMESH NAGAR, NEW DELHI -110015
Marital status : Single
Nationality : Indian
Total Experience : 5.2 Years
Current Package : 3.71 L/A
Expected package : 4.20 L/A
Notice Period : Immidiate
Available for interview : Any day.

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