

# CURRICULUM VITAE

**Shivam Pal**

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## OBJECTIVE

Work with a reputed organization in a position where I can develop and utilize my versatile skill set, add demanded value to the organization, I work for, and thus prove my worth.

## EDUCATIONAL QUALIFICATION

- Pursuing M. Com From the IGNOU.
- B. Com (Honours) From the University of Delhi.
- 12<sup>th</sup> From CBSE Delhi.
- 10<sup>th</sup> From CBSE Delhi.

## PROFESSIONAL QUALIFICATION

- Accounting Professional Diploma Program from European Open University.
- Auditing Professional Diploma Program from European Open University.
- Accounting Fundamentals Certificate from Corporate Finance Institute.
- Advanced Excel Certificate from Corporate Finance Institute.
- Banking Products and Services from Corporate Finance Institute.
- Income Tax Awareness from Devi Ahilya University.
- GST Awareness Course from ICT Academy.
- GST Updated Awareness Course From LLDIMS.
- Corporate Finance Certificate from Corporate Finance Institute.
- Excel Intermediate Certificate from Great Learning.

## COMPUTER SKILLS

- Tally 9, Tally ERP 9 & Tally Prime.
- Advanced Excel (XLOOKUP, VLOOKUP, HLOOKUP as well as Pivot Table)
- MS Word
- Internet Surfing

## WORK EXPERIENCE

- Currently Working in CA Firm MARS & Associates ([www.marsindia.com](http://www.marsindia.com)). A professionally managed firm. The team consists of distinguished Chartered Accountants. Corporate/Individuals financial advisors and tax consultants Day to Day Accounting in Excel and Tally ERP 9 as an Assistant Accountant.
- 1 Year with Shantinath Colonisers Pvt. Ltd. A cables/wires manufacturing unit in Jhilmil Industrial Area in Delhi, as an Account Executive.
- 1 Year with Shree Venkatesh Plywood Co. A Plywood and Board Trading Unit in Mundka Industrial Area, Nangloi, New Delhi 110041, as a Part-Time Account Executive.

## JOB RESPONSIBILITIES

- Record Sales, Purchase, Journal, and Bank Entries in Tally ERP9.
- Responsible for Accounts Payable.
- Bank Reconciliation.
- Party ledger Reconciliation.
- GST Reconciliation.
- Preparation and Filing of GST Return like GSTR1 & GSTR3B.
- Generate E way Bills.

- **Preparing Quarterly TDS Return details.**
- **Depositing GST liabilities timely.**

## **PERSONAL TRAITS**

- **Positive Approach Thinking.**
- **Ability to Work Hard & Smart.**
- **Time Management**

## **PERSONAL DETAILS**

**Father's Name** : **Mr. Surendra Kumar**  
**D.O.B.** : **03 September 1997**  
**Nationality** : **Indian**  
**Marital Status** : **Unmarried**  
**Language Known** : **English & Hindi**

**Place: Delhi**

**(Shivam Pal)**