

# Curriculum Vitae

ANKIT

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## **Carrier Objective**

To be associated with a progressive organization which can provide me work sphere to extract my inherent skills as a Professional? Use and develop my aptitude to further the organization's objective and also attain my career targets in the progress.

## **Education Qualification**

- 2012-2015: B.COM PASS from Delhi University.
- 10+2 (C.B.S.E.): GBSSS NO.1 molar band New Delhi-110044 in 2012.
- 10<sup>th</sup> (C.B.S.E.): GBSSS NO.2 molar band New Delhi-110044 in 2010.

## **Technical Qualification**

- Nine month Diploma in computer Application.
- Six month Diploma in Tally ERP 9 & Payroll.

## **Experience and Responsibilities**

**P S Bedi & Company Private Limited,**  
D 14/1, Okhla Phase 1, New Delhi 110020

**October 2016 to till date**

Currently working as an **Internal Audit of job expenses and internal billing as per contract & an Executive-Billing in Billing Department, My responsibilities are:**

Managing and overseeing the billing department of all the Bills, Credit Note, and Debit Note issued on timely manner.

- Issue invoices to customers/vendors
- Issue monthly vendor/customer statements
- maintain and updating the vendor/customer files with issued invoices
- Process credit memos
- Update the vendor/customer master file with contact information on a regular basis
- Track exceptions between the shipping log and invoice register
- Submit the invoices to accounts manager on daily basis
- Managing account balances to discover outstanding debts or other inconsistencies in coordination with Accounts department and adequate follow up for receivables.
- Coordinating with accounts team for checking the data input in the accounting system to ensure accuracy of final bill.
- Manage account balances to discover outstanding debts or other inconsistencies as and when required
- Collect all information needed to calculate bills receivable (order amounts, discount rates etc.)
- Issue invoices and bills and sent them to customers through various channels ([mail](#), e-mail & Cover note etc.)
- Answer questions and handle complaints from customers regarding bills on regular basis
- Reporting activities to upper management on regular basis to improve the system
- Maintain all the invoices of month or year basis for the purpose of company record.

**Data Flow Services (India) Pvt. Ltd.** Noida Sec 125. Uttar Pradesh

**June 2014 to October 2016**

Worked as an Associate at **Data Flow Services (India) Pvt. Ltd.** (Through **Master Systematic Services**) my main role was to:

- Prepares, compiles, and sorts documents for **data entry**.
- Verifies and logs receipt of **data**.
- Transcribes source **data** into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, **data** recorders, or optical scanners.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures

- Generating reports, store completed work in designated locations and perform backup operations on regular basis
- Scan documents and print files as and when required
- Keep information confidential
- Respond to queries for information and access relevant files periodically
- Comply with data integrity and security policies as per the company standards
- Ensure proper use of office equipment and address any malfunctions with Line Managers on regular basis

### **Personal Profile**

- Father's Name : Shri Ram Bharati
- Date of Birth : 12 May 1993
- Sex : Male
- Marital Status : Married
- Nationality : Indian
- Languages Known : Hindi & English
- Hobbies : Reading Books & Listening Music
- Present Salary : Rs.17,325/- In Hand
- Expected Salary : Negotiable

### **Declaration**

I hereby declare that all the above information provided by me is correct according to the best of my knowledge and belief.

**02-11-2020**

New Delhi

**(ANKIT)**