

Aditya Agarwal

Accountant

Mobile No:- 7505805332

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Professional Synopsis

"The Road to Success is always under construction". To build my career in a progressive organization in a leading position, that will provide me exciting opportunities to enhance & utilize my skills and experience in such a way to add more value to the organization and to learn more. I believe & follow to learn more to grow more.

Current Employer Profile:

- ✓ **Name of the Organization:** P.Kant Tandon & Co. (Chartered Accountant firm)
- ✓ **Location:** Lucknow
- ✓ **Designation:** Accountant

Work experience

- Worked for One Year in Tax & Accounts (Law firm).
- Worked for One year in Pradeep R Agarwal & Associates (CA Firm) as Accountant
- From October - 2016 Currently working **As a Accountant** in **P.Kant Tandon & Co.** Shree Ram Tower Hazratganj Lucknow.

Profile Summary-

- Ability to handle accounts and accounting entries in Tally ERP with in depth knowledge of Tally Software with hands own experience
- Ability to handle Branch Coordination including Opening and Closing Office, Manage e-mails, Communicate and Coordinate with Management, Operations Team and Clients, Manage phone calls, Travel Coordination for Operation Executives, Inter Office Coordination.
- Manage and Maintain files, documents, records, Registers, office equipment, office premises
- Handle office based engagements
- Full Implementation on Tally ERP Software
- Coordination with clients as per instructions on invoicing and collection follow up

Resume

- Submit Daily, Fortnightly and Monthly MIS
Staff Reimbursement processing and settlement
- Bank Receipt and Payment coordination
- Accounts Receivable Collection Management
- Report to Management Team
- Accounting background with good communication skills
- Accounting books updation and journal entries knowledge

PROFESSIONAL QUALIFICATION:

2013 - 16 **Graduation course**

B.Com

Dr. Ram Manohar Lohia Avadh University

Key Skills

- Good knowledge of Accounts,
- Proficiency in MS Excel & Tally 9 ERP
- Well versed with Computer fundamentals & Internet
- Well versed knowledge of GST return filing.

Professional Certifications-

1. Course of computer concept (CCC) from Nielit.

Area of Interest-

- M.S Office (Ms Word, Ms Excel, Ms Access, Ms PowerPoint, Internet)
- Fundamental of Accounts
- Advanced Accounts
- Accounting Software:-Tally ERP9
- GST Return Filing
- Income Tax Return Filing

Personal Details

Date of Birth : 16th July, 1995
Marital Status : Unmarried



Resume

Language : English, Hindi
Address : 417/347 kha behind T.B hospital Thakur Ganj, Lucknow -226003

Declaration

I, Aditya Agarwal , hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Aditya Agarwal

Lucknow, Uttar Pradesh
Date: