

Curriculum Vitae

NitinPal

Address : J-74/A, Street No. 6,
Shiv Ram Park, Nangloi, New Delhi, 110041
Mobile No.: +91 9528592302
Email: nitinpall26@gmail.com

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 to prove my worth.

EDUCATIONAL QUALIFICATION

- Pursuing LLB from CCS University Meerut.
- M.Com from Swami Vivekanand Subharti University in 2020, 1st Division with 70%.
- B.Com from CCS University Meerut in 2018, 1st Division with 68.70%.
- 12th from UP Board Allahabad in 2015, 1st Division with 64.40%.
- 10th from UP Board Allahabad in 2013, 1st Division with 70.00%.

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.
- Income Tax Quest Certificate from KRS College of Art & Science Tamilnadu.

COMPUTER SKILLS

- MS Office (MS Excel & MS Word)
- Tally Prime (Silver), Tally Erp 9 & Busy Software
- Internet Surfing, Email Writing
- Configuration & Installation

WORKING EXPERIENCE

- Experience with Bharat Trading Company as an Account Executive from 121, Jhilmil Industrial Area, Shahdara, East Delhi, Delhi 110095 from December 2020 to till Date. **(Job Handled:- GST Registration, Returns, Amendment & Cases handle, TDS Returns & Challan paid, Income Tax Returns with Computation & Cases handle, Prepare Financial Statement, Finalisation Books of Account, Finalize Balance Sheet with Profit & Loss and Depreciation Chart, Generate Bill & E-Way Bill, ESIC & EPFO Returns, Registration & Cases, MSME Registration, Shop & Establishment Registration, Letter Writing & etc)**

- 3 Years Experience with Abhishek Mathur & Associates (CA Firm), B-505 Krishna Apra Sapphire Indrapuram Ghaziabad, from December 2017 to till Date (Job Handled:- GST, TDS, ITR, Financial Statement, E-Way Bill, MSME, Shop & Establishment Accounting & Bookkeeping etc.)

➤ Handling Clients:-

- **Shantinath Colonisers Pvt. Ltd. (Manufacturing Unit).**
 - **Sarvraj Buildtech Pvt. Ltd. (Manufacturing Unit).**
 - **Venkateshwara Mint Products, A Partnership Firm (Manufacturing Unit).**
 - **Icon Leasure Valley, a Partnership firm (Service Unit).**
 - **Home Furnishing, Proprietorship firm (Trading Unit).**
- 2 Years working Experience as an Accountant with MARS & Associates (www.marsinindia.com) a professionally managed firm. The team consists of distinguished Chartered Accountants, corporate/Individuals financial advisors and tax consultants. 502, Prabhat Kiran, Rajendra Place, New Delhi 5 March 2016 to 28 February 2017 & Antriksh Greens Society RWA, F-7 Sector- 50 Noida-201307 as an Accountant From 1st March 2017 to November 2017.

(Job Handled:- Audit Executive, Tally Operator, Day by Day Accounting, Cashier, TDS, Bank Reconciliation, Daily Collection Report, Receive Payments or Recharge in Software against Maintenance & Electricity Charges, & Any Other Office work Handle).

JOB RESPONSIBILITIES

- Managing Debtors & Creditors Reconciliations, generation of bills, recovery from clients & reconciliation of bills raised vs. collection, Payroll & timely deposit of all statutory dues.
- Prepare Financial Statement also Finalize Balance Sheet with Profit & Loss.
- TDS Amendment as well as Return Filing and Challan paid.
- Ensuring timely filing of direct and indirect taxes and returns ESIC, EPFO, GST, Income Tax, TDS on Salary & Other heads.
- Responsible for day to day general accounting activities.
- Processing Payroll for the employees.
- Handling bank and cash activities.
- Responsible for Accounts Payable & Receivable.
- Managing Generate E-Way Bills.
- Managing Registration of GST, MSME, Shop & Establishment & ESIC/ EPFO.

PERSONAL SKILLS

- Positive Approach Thinking.
- Ability to Work Hard & Smart.
- Time Management.
- Problem Solving.
- Leadership

PERSONAL DETAILS

Father's Name	:	Late Sh. Rajveer Pal
DOB	:	03 February 1996
Nationality	:	Indian
Marital Status	:	Unmarried
Language Known	:	English & Hindi
Hobbies	:	Working on time
Current Address	:	210, 1st Floor, Phool Singh Society, karkarduma Metro Station, New Delhi 110092

Place:- Delhi

Date:- ,,,, June 2021

(Nitin Pal)