

# CURRICULAM VITAE

## TILAK RAJ

**Mob: +91-9871019367**

**Email: [tilak.rathor1001@gmail.com](mailto:tilak.rathor1001@gmail.com)**

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### CAREER OBJECTIVE:

- To acquire knowledge without any boundary and achieve targets in time in a growing organization and challenging domain utilizing maximum of my skill and experience as a key team player.

### JOB PROFILE:

- Excellent knowledge of the generally accepted accounting principles.
- Considerable experience in Financial and General accounting.
- Proven efficiency in preparing reports.
- Ability to work same efficiency either independently or as a part of a team.
- Supervise other regular clerical staff.
- Well versed in financial and accounting management system and procedures.

### EXPERIENCE:

- **Working with D' Pauls Travel & Tours Ltd. as Account Executive from Aug 2013 to till now)**
  - General A/c related work such as book keeping, record Keeping, Journal entries etc.
  - Debtor's reconciliation.
  - Responsible for preparing daily outstanding report of Debtors.
  - Following up with Sales Team for Debtors Payment on timely basis.
  - Maintaining Cash Book and reconcile it on daily basis.
  - Inter-division reconciliation, Bank reconciliation and other ledger account reconciliation.
  - GST and TDS Knowledge.
  - Responsible for updating International Hotel invoices in Software.
  - Checking Vendor invoices with service details.

- Investigate and reconcile discrepancies when they occur.
- Solving statutory auditor's queries in Balance Sheet finalization.

➤ **Worked with Aarfinacc (Chartered Accountants) as Audit Executive for 1 year 9 Months. (Nov 2011 to July 2013)**

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- Following up with Sales Team for Debtors Payment on timely basis.
- Maintaining Cash Book and reconcile it on daily basis.

**EDUCATIONAL QULIFICATION:**

- B. Com from Delhi University.
- Sr. Secondary form C.B.S.E. New Delhi in 2008.
- High Secondary form C.B.S.E. New Delhi in 2006.

**COMPUTER SKILLS:**

- Proficient with MS Office suite (word, excel, PowerPoint), Email applications, Internet Surfing and web research.
- Accounting software: - Tally, Win Yatra.

**PERSONAL DETAIL:**

Date of Birth : 10<sup>th</sup> Jan 1991.  
Father's Name : Mr. Kailash Chand  
Status : Married  
Nationality : Indian  
Languages Known : English & Hindi

I hereby declare that all the information is true to the best of my belief.

**Date:**

**Place: New Delhi**

*(Tilak Raj)*