***CURRICULUM VITAE***

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# B. Com 3 (Pass) + Work Experience: 3 Year

## Address: H. No. – 26, KH. NO-46/7, GANGA RAM PARK RANHOLLA NEW DELHI -110041

Mobile: +91-9899-838-274, +91-8750-888-726, Gmail: vijay123ya@gmail.com

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### PERSONAL PROFILE

Seeking a position that will utilize my talent to enhance the growth of the organization and knowledge to complete my responsibility to achieve the goal of the esteemed organization**.**

**EDUCATION BACKGROUND**

## Academic Qualification

* Matriculation from CBSE Board, Delhi.
* Intermediate from CBSE Board, Delhi.

### WORK EXPERIENCE

**2018-Present JDA & Co. (CA Firm)**

**And Chandan Kumar Jha. (Tax Consultant)**

* **Brief Profile of JDA & Co. -CA Firm: -**
* **Brief Profile of Chandan Kumar Jha -Tax Consultant: -**

It is a tax consultant which renders comprehensive professional services which include tax consultancy, audit consultancy, accounting services, manpower management, etc.

**2017-Past (Puran Luthra & CO. –CA Firm)**

* **Brief Profile of Puran Luthra & CO. –CA Firm: -** It is a chartered accountant firm which renders comprehensive professional services which include tax consultancy, audit consultancy, accounting services, manpower management etc.

**2016-Past (Rajesh K. Jhunjhunwala & CO. –CA Firm)**

* **Brief Profile of Rajesh K. Jhunjhunwala & CO. –CA Firm: -**

It is a chartered accountant firm which renders comprehensive professional services which include tax consultancy, audit consultancy, accounting services, manpower management, etc.

* **Handled accounting, taxation& other management support service as below: -**
* **Job Description**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Division** | **Nature of Task Handled** |
| **A** | **Accounting** | •Posting of accounting entries in Tally ERP-9 and assign entries to proper accounts.  •Managing of Accounts Receivable & Payable & their follow up.  •Managing the account's budget and invoicing the client.  •Preparing details of assets and liability. •Preparing & timely depositing monthly statutory payment.  •Preparing cash inflow and out flow statement.  •Preparing bank reconciliation. |
| **B** | **Taxation** | * Preparing & Filing Sale Tax Return.   • Advance Tax Calculation.  • GST Returns Preparing & Filing.  • GST Reconciliation.   * Income Tax Preparing. |

### Technical Skills

•Basic of Computer Information.

* Tally ERP9 as an accounting software.
* MS-word, MS-Excel, PowerPoint etc**.**

## Strengths

* Self-Motivation.
* Good Communication and co-coordinating skills.
* Dedication and Sincerity towards the work.
* Always active and full of energy and positive thinking.

### PERSONAL DETAIL

Name : Vijay

Father’s Name : Shri. Shyam Lal Rai

Date of birth : 10-07-1996

Nationality : Indian

Language Known : Hindi & English

Marital Status : Unmarried

### Permanent Address : H. No. – 26, KH. NO-46/7, GANGA RAM PARK

RANHOLLA NEW DELHI -110041

#### DECLARTION

I hereby declare that all the information provided by me in this resume is correct to the best of my knowledge. I will be responsible if any information is found incorrect.

## VIJAY DATE: -