**Sachin Tyagi**

HOUSE NO-62, BLOCK-A,

STREET NO-2, TOMAR COLONY, BURARI

NEW DELHI-110084, Delhi, India.

 **E-mail**: sachintyagi629@gmail.com
 **Phone:**+91- 9582588773

**Career Objective:**

A career that provides opportunities for personal and professional development as well as to contribute to the organizations effectiveness in order to take the company to the top position where ever I work. To work in competitive environment to contribute best of my ability and knowledge towards and development of a progressive company to utilize my personal and academic skills to purse a challenging and rewarding carrier.

**Academic Qualifications:**

* PURSUING BACHELOR OF COMMERCE [IGNOU UNIVERSITY]
* 12TH Passed from CBSE
* 10th Passed CBSE

**Work Experience:**

* **Sunil Ram & Associate (Charted Accountants)**

(From Jan 2015 to 31st Aug 2017 as Executive Accounts)

* **Kanwar Enterprises Pvt Ltd. (Construction Company)**

(From Sept, 2017 to Till Date as an accountant)

**Job Responsibilities: 1.** I am responsible for day to day activities related to Accounts

**2.** GST Return

**3.** TDS

**4.** Bill Entry

**5.** Sale and Purchase

**6.** C- Form

**7.** Debit & Credit note

**8.** Bank Reconciliation

**9.** Cash Report

**10.** Branch Reconciliation

**11.** handling of All Income & Expenses.

**Technical skills:**

Well versed with MS Office Suite, Accounting Software Packages like Tally, BUSY, COMPUTAX and Internet applications.

**Personal Skills:**

1. Devoted and sincere in whatever work I take up and try my level best to deliver a concerted

effort when in a team.

2. Enthusiastic, positive, cheerful and extrovert.

**Strength:**

Adaptability to new work, Self Starter, Hardworking, Sincere and dedicated, Organized, Cool

& Calm.

**Personal Details:**

Father’s Name : Mr. Satish Tyagi

Date of Birth : 02nd July, 1997

Marital Status : Single

Languages : English, Hindi

Sex : Male