

# ANROOD

**Email:** - anrood.ak351@gmail.com

## **ADDRESS:-**

RZ – 201, Street No – 17, Tughlakabad

Extension, New Delhi - 110019

**Mobile No.** +91-9650317680

## **OBJECTIVE:**

To work with my full capacity and use my skills and knowledge to provide avenues for excellent growth.

## **PERSONAL SKILLS:**

- Perfect knowledge of Accounting in Tally.
- I have also knowledge of GST
- Possessing good theoretical knowledge.
- Positive attitude, high level of motivation, disciplined, punctual, team member as well as Team leader.
- I have also knowledge of ITR

## **EDUCATIONAL QUALIFICATION:**

- Intermediate from CBSE Board
- High school from CBSE Board
- B.COM (HONS) Final Year from (DU) Delhi University.
- Pursing M.com 1 st Year From Ignou University
- **COMPUTER SKILLS:**
  - MS Office.
  - Tally
  - Busy

## **HOBBIES**

- Listening music

## **EXPERIENCE:**

### **Deep India**

**Nov 2019 –Present**

#### **Accountant**

- Performed accounts payable functions for expenses and creditor.
- Managed financial departments with responsibility for Payroll, Accounts Payable and Receivable.
- Coordinated monthly payroll functions for 15 employees.
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Bank reconciliation statement
- Recorded company all expenses
- Recorded company all sales
- Billing In Tally
- Dispatching all material ,
- Challans, Tracking, Outstanding Reports, Cheque Fill
- Gst Reconciliation

### **Sai Enterprises**

**Feb 2019 - Nov 2019**

#### **Accounting Assistant**

- Performed accounts payable functions for expenses and creditor.
- Managed financial departments with responsibility for Payroll, Accounts Payable and Receivable.
- Coordinated monthly payroll functions for 15 employees.
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Bank reconciliation statement
- Recorded company all expenses
- Recorded company all sales
- Billing In Tally and Busy,
- Dispatching all material ,
- Challans, Tracking, Outstanding Reports, Cheque Fill

### **Babson's barn fashion India private limited**

**August 2018 – Feb2019**

#### **Accounting Assistant**

- Performed accounts payable functions for shop expenses and creditor.

- Managed vendor accounts, generating weekly on demand cheques.
- Coordinated monthly payroll functions for 150+ employees.
- Bank reconciliation statement
- Recorded company all expenses
- Recorded company all sales

## **Vc garg & co**

### **july 2017 to Feb 2018 Accounting**

- Managed accounts payable, accounts receivable, and payroll departments.
- Prepared annual company accounts and reports.
- Administered online banking functions.
- Managed payroll function for 15 employees.
- Monitored and recorded company expenses.
- Roc Work
- Gst returns file
- Bank reconciliation statement
- Recorded all purchase and sale bills

### **PERSONAL DETAILS:**

- **Father's Name:** Mr. Bhagaya Narayan Shah
- **Date of Birth:** 25<sup>th</sup> June 1998
- **Gender:** Male
- **Nationality:** Indian
- **Marital Status:** Unmarried
- **Languages Known:** English, Hindi

### **Declaration:**

I hereby certify that all the particulars stated above are correct to the best of my Knowledge.

**Date:**

**Place:** Delhi

**Anrood**