***CURRICULUM VITAE***

***ARCHANA***

**Address:** RZ/L-12 Tamil enclave Near,

Vijay Enclave Dabri Palam Road

New Delhi 110045

Email Id: - [ashimakap2050@gmail.com](mailto:ashimakap2050@gmail.com)

Ph No: - 7042647685

***OBJECTIVE***

Strong numerical and analytical skills with master’s degree in commerce seeking a position as Accounting Executive.

***PROFESSIONAL EXPERIENCE***

* NOW I’M working as **an Accountant** in **GENESIS ENVIROMAN PVT. Ltd** from February 2018 to Till Date at Vikas Puri (New Delhi).
* 8th Month experience as **an Accountant** in **CA FIRM (DMR & COMPANY)** From May 2017 to November 2017 at NOIDA SEC- 18.
* 2-year experience as an **Assistant Accountant** in **INTERNATIONAL** **CONCEPT** from the March 2015 to April 2017 at Jeevan Park (New Delhi).

***RESPONSIBILITIES***

* Reviewing, compiling and financial information.
* Maintaining day-to-day cash inflows and outflows.
* Prepare and review budget.
* Maintaining, controlling the expenses of the company.
* Reporting the daily, weekly and monthly fund statements.
* Completing all the activities on same day without keeping any pending works.
* Maintaining Taxation (like TDS, GST).
* Ensuring that all accounting related activities follow company standards
* Managing the account budget and invoice with the client.

***COMPUTER SKILLS***

* Advance Excel.
* Basic knowledge of MS word, Excel & Power point
* Tally 9.0 & Tally ERP 9 with GST.

***EDUCATION QUALIFICATION***

* M. COM Pursuing from **IGNOU.**
* B. COM Passed from **DELHI UNIVERSITY**.
* 12th Passed from **C.B.S.E**
* 10th Passed from **C.B.S.E**

***PERSONAL QUALITIES***

* Self confidence
* Willingness to Learn New Things
* Good communication skills
* Straight forward to work
* Adaptive learner

***PERSONAL DETAILS***  
**Father’s name**  **:** Mr. Arvind Sharma

**Date of Birth**  **:** 25th May 1993

**Nationality**  **:** INDIAN

**Marital Status**  **:** Unmarried

***DECLARATION***

I assure you that I shall leave no stone Turner by my hard work and sincerity if an opportunity is given to me to serve your organization.

**Date:**

**Place:**

**(ARCHANA)**