



GAURAV SHARMA

Accounts Assistant

CAREER OBJECTIVE

To obtain a position that will allow me to utilize my skills and willingness learn in making an organization successful.

CONTACT



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7355100922, 9129815217



Kanpur (U.P.) India

HOBBIES



Travel



Reading



Music



Writing

EDUCATION

Kanpur University

Chhatrapati Sahu Ji Maharaj University,
Kanpur

Bachelor of Arts (2019-2021)

B.I.C. COLLEGE

HSSC – UPMSP (2018)

PCM with 62%

HIGH SCHOOL B.I.C. COLLEGE

SSC – UPMSP (2016)

WITH 65%

TECHNICAL SKILLS

- ▶ Software : Microsoft Access
- ▶ Training : Tally ERP9
- ▶ Platforms : Windows

- Advance Diploma in Computer Application (ADCA).
- Course on Computer Concepts (CCC).

Personal Details:-

Father's Name : Mr. S.C. Sharma
Date of Birth : 05-Dec-2001
Language Known : Hindi & English
Gender : Male
Marital Status : Unmarried
Nationality : Indian
Religion : Hindu

Experience: -

❖ Project in Charge:-

- 1 year Experience in Bharat Petroleum Corporation Limited as a Project in charge.

❖ Job Responsibility:-

- LPG Two-year Mandatory Inspection Checking.
- Customer KYC Updating.
- Reviewed constantly the customer feedback and then suggested how to improve processes and service levels.

❖ **Account Assistant:-**

- Jan-2020 to at present working in J C Concrete Solution Pvt. Ltd. As a Account Assistant (Accountant).

❖ **Current Job Responsibility:-**

- Preparing data for GST Return Filling.
- Prepare Staff Attendance & salary records.
- Book Keeping
- Daily Journal Entry
- Cash & Cheque collection from Client
- Handling daily cash.
- Call to customer for outstanding due
- Monthly Invoice
- Maintain Data in Tally ERP9.

Declaration

I hereby declare that the above-furnished information is true and correct to the best of my knowledge. If the opportunity is given to me, I will work hard and try my level best to satisfy the concern.

Date:

Place: Delhi.

(Gaurav Sharma)