

CURRICULUM VITAE

Arpit Soni

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Career Objective

To Work Hard & Smartly With Full Determination And Dedication To Achieve Organizational As Well As Personal Goals & Growth.

Professional Experience

1). Murliwala Sarees.

Part Time Job From Aug19. To Till Now

Key Responsibilities:.

- Prepare data for TDS and GST Payable, TDS Return Data Reconciliation
- Creditor Payments.
- Bank Entries Confirmation and Adjustment, And payments.
- Tally ERP 9.
- Issuing Debit notes & Credit notes.
- Month End Reporting & Closing.
- Preparation and analysis of monthly bank reconciliation
- Monthly Salary processing Of employees

2).VDK Eduventures Pvt. Ltd. (DRISHTI IAS)

Accountant Executive June 2019 To July 2020

Key Responsibilities:.

- Monthly Files Audit, Indexing.
- Prepare data for TDS and GST Payable, TDS Return Data Reconciliation
- Student Entries and adjustment (B2B, B2C) .
- Creditor Payments.
- Bank Entries Confirmation and Adjustment, And payments.
- Tally ERP 9.

3).Murliwala Sarees.

Accountant Executive December 2016 – June2019

Key Responsibilities:.

- Issuing Debit notes & Credit notes.
- Billing and Goods return(Sales, Sales Return, Purchase and Purchase Return).

- Cash Handling.
- Preparation and analysis of monthly bank reconciliation. Reconciliation of inter-company accounts and monitoring records.
- Handling all transactions related to accounts payable and accounts receivable. .
- Monthly sales commission to salesman
- Month End Reporting & Closing.
- Packing & Dispatch Responsibilities.
- BUSY WIN VER. 14.

Other Responsibilities:

- Monthly Salary processing Of employees.
- Employee Incentive Account.
- Accounting & Processing of payments of Marketing, HR/ Admin related expenses.
- Email Writing. .

Education:

- B.COM PASSED IN 2017 FROM BRAU AGRA.
- 12TH (COMMERCE) PASSED FROM UP BOARD 2013.
- 10TH PASSED FROM UP BOARD IN 2011.

Software:

Tally, Busy, M. S. Office

Personal Information:

Date of Birth:	07-07-1994
Marital Status:	Unmarried
Hobbies:	Travelling,. Games ,Movies And Music
Father Name:	Sanjay Soni
Mother Name:	Prabha Devi
Address:	B-163/15, Khajoori khas, Delhi-110094

Declaration:

I Arpit Soni Here By Declared That Above Mentioned Particulars Are True & Correct As Per My Knowledge.

Date :-

(ArpitSoni)