**AKASH**

Date of Birth 3 JANUARY 1996 RZ-159 Street No -7,

Durga Park, New Delhi

Contact No.:9810583898

**CAREER OBJECTIVE**

I am looking forward for an incessant learning process where I could blend my theoretical knowledge and practical exposure to establish myself as a top notch professional in the corporate world. I believe in intellectually, stimulating work process, to excel and succeed through hard work, thus enhancing value addition to my job, the organization and myself.

**Work Experience**

* **Coaching Centre**

Tenure : From july 2019 to Till Date

Positioned as : Teacher

* **Classic Car Rental Company**

Tenure : From november 2018 to june 2019

Positioned as : Account Executive

* **MAJOR RESPONSIBILITIES**
* How to check Kvc
* Cash Flow Statement
* Knowledge of vendor payment & Recovery of cash From Party
* Basic Knowledge of Ageing Report , Form 16A
* Knowledge of input tax credit of car rental company
* Journal Entry (Salary, PF, ESI, Provisonal Entry, Sale Purchase Bill Incuding Gst & TDS ,Bank Loan Statement, Assest Purchase Entry , Provisonal Entry )
* Follow Day to Day Bank Balance and making Report
* Knowledge of Passport & Driving Licence
* How to Open Account In Coperative Society
* How to Apply For Car Loan
* Making Salary Slip
* Apply Fresh GST Registration of Entity ( Shrishti Creation)
* How to Clear Suspense Account
* GST Computation Sheet
* Knowledge of How to Check Sale With 26 AS
* How to File GSTR 1 Of KS Associate and Classic Car Rental
* Knowledge Of Various Form Such As ITR1 (Sahaj) , ITR2 , ITR3, ITR4
* **Irrigation Products International Private Limited**

Tenure : From august 2017 to October 2017

Positioned as : Accounts Executive

* **MAJOR RESPONSIBILITIES**
* Handling Travelling Allowance and Dearness Allowance
* Ratio Analysis
* Filing of GSTR 1,RTGS Form
* Basic Knowledge of Ageing Report , Form 16A
* Payment of Telephone Bill, Custom Duty
* Journal Entry (Outgoing payment , Incoming Payment , Purchase,)
* Follow Day to Day Bank Balance and making Report

* **CHEENA & ASSOCIATES**

Tenure : From august 2016 to july2017

Positioned as : Trainee

* **MAJOR RESPONSIBILITIES**
* INCOME TAX RETURN
* Handling VAT client (Registration, Return, Computation).
* Journal entry in Tally( Sales, purchase, Receipt, Payment, Adjustment Entry of VAT)
* Service Tax registration and computation.
* DS -2 filing
* Apply for (digital Signature, PAN, TAN,GST)
* Making rent agreement.
* Finalisation of balance sheet and statement of affair
* Filling of form CRA-2, DIR-12, MGT-7, AOC-4, Cash-4
* Basic knowledge of TDS, TDS Computation
* Knowledge of form 9
* Making Board Resolution.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Board /**  **University** | **Degree /**  **Certificate** | **Year of**  **Passing** | **Marks Secured** |
| C.B.S.E. Board | X Std. | March’ 2011 | 76% |
| C.B.S.E. Board | XII Std. | March’ 2013 | 80% |
| Delhi University | B.Com (Honours) | May,2016 | 61.36% |
| ICAI | CPT | December 2013 | 50.50% |
| I.G.N.O.U | M.Com | Pursuing | |
| ICAI | Inter | Pursuing | |

**COMPUTER PROFICIENCY**

* Tally-ERP 9.0
* Sound knowledge of Office Applications like MS Word, Excel etc.
* XBRL
* SAP
* Internet
* Busy
* Outlook

**STRENGTHS**

* Hardworking, Punctual & Sincere
* I am a keen learner
* Have a positive attitude towards the challenges I meet
* Ability to work in Team

**PERSONAL INFORMATION**

Date of Birth 3 JANUARY 1996

Fathers Name Late Naresh Kumar

Languages Known English, Hindi & Regional

Hobbies Net Surfing, Cricket, Cooking

**DECLARATION**

* All information that I have given is true and updated to the best of my knowledge. I will be grateful to you if I get an opportunity to work with you.

Akash Date: