**RESUME**

**SUMIT SAINI**

**H NO-44A, Bhogal Lane,**

**Jangpura Bhogal,**

**New Delhi-110014,**

**Mob. No-9555299940**

**Sumit.Saini195@gmail.com**

**CAREER OBJECTIVE**

Looking for challenging job profile in Taxation and Finance, where there is a wide scope of contributing to the growth of the organization and also personal development and improvement.

**ACADEMIC QUALIFICATION**

* Xth from CBSE Board, 2006
* XIIth from CBSE Board, 2009
* Graduate ELIIM Universtiy
* Compleate Accouting Course From IIJT in South X

**TECHNICAL SKILLS**

* MS-Excel, MS-Word, MS-PowerPoint, Tally all version Presently working on an ERP Software ERP9.Sap Software
* Internet.

**WORKING EXPERIENCE**

**Past Employment: -** worked with **S.B.SHARMA & CO.**(102,Surya Complex,21,Savarkar Block,Shakarpur New Delhi-110092)asAccountant **From Oct 2011 to 7Sep 2012th**

* Bank Reconciliation, Debtors & Creditors Reconciliation, Stock Reconciliation,
* TDS Deduction, Deposition and Data preparation for E-Return,
* Maintaining Bank Registers, Fixed Assets Register,
* Vouching, Sales & Purchase Accounting,
* Banking
* Balance Sheet, Profit & Loss Account
* Known All Work Related to Account

**Present Employment:**

**COMPANY : INTELENET GLOBAL SERVICES (A Serco company)**

**DESIGNATION: FINANCE EXECUTIVE (ACCOUNT RECEIVABLE )**

**Activities-**

**Processing accounting entries related to AR (HRG&KDM)-(Daily ageing report/knocking-off/Journal Vouchers/Refund/cash receipt/Query Resolution)**

**MIS reporting- ( Daily dashboard, SLA report, Productivity report)**

**WORKING ON SAP SOFTWARE**

**PROCESS: KUONI TRAVEL INDIA GROUP**

**DURATION: 10th SEP 2012 till now**

**PERSONAL PROFILE**

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| --- | --- |
| **Father’s Name** | D M Saini |
| **Date of Birth** | 19-05-1990 |
| **Nationality** | Indian |
| **Marital Status** | Unmarried |
| **Hobbies** | Listening Music & Interacting with People |
| **Language Known** | English, Hindi |

**DATE: ……………**

**PLACE:** New Delhi **( SUMIT SAINI )**