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| CURRICULUM VITAE | | | | |
| **Career Objective** | As an accountant with over 9 years of experience, I bring with me a keen ability to manage accounts and remove any discrepancies. I am quite familiar with the major financial applications and software used in the industry. Team work and meticulousness help me solve problems easily. | | | |
| **PERSONAL INFORMATION** | | | | |
| **Name:** | ANUJ SINGH | | | |
| **Birth Date:** | 11.September.1988 | | | |
| **Gender:** | Male | | | |
| **ACADEMIC QUALIFICATION** | | | | |
| **Institution** | SHOBHIT UNIVERSITY | DELHI UNIVERSITY | CBSE | CBSE |
| **Qualification** | LL.B. | B.COM (P) | XII | X |
| **Completion Year** | 2019 | 2011 | 2007 | 2004 |
| **PROFESSIONAL EXPERIENCE** | | | | |
| **Firm Name:** | Vijay Miglani & Co. (Chartered Accountant) | | | |
| **Period:** | Working from December 2010 to till date. | | | |
| **City:** | Bahadurgarh-124507, Haryana | | | |
| **Work Description:** | **Key Responsibilities as Accountant & Major assignments handled by me during the period are:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME OF CONCERNS:** | |  | | --- | | **NATURE OF WORK DONE:** |  * **Maintaining basic accounts, book keeping.** * **Reconciliation of Bank Statements.** * **Prepare & Filed G.S.T. Returns.** * **Income Tax Preparation.** * **Invoice entries and cross checking.** * **Preparations of TDS Return.** * **Implemented new accounting procedures and processes.** * **Vouching, verification, scrutiny of ledgers & books.** |  |  | | * **ASEES EXPORTS PVT. LTD.** |  |  | | * **MALHOTRA TYRES PVT. LTD.** |  |  | | * **VIJAY MIGLANI & CO. (C.A.)** |  |  | | * **Anand Tracko Ind. Corp Ltd.** |  |  | | * **AIDEE MACHINES.** |  |  | | * **JK RAMESH AGARWAL PVT. LTD.** |  |  | | * **ANAND TRACKO IND. CORPORATION.** |  |  | | * **SHREE MAHAVIRA UDYOG.** |  |  | | | | |

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| **COMPUTER PROFICIENCY** | |
|  | 1. Working knowledge of MS-office. 2. Internet, e-mail, etc. 3. Conversant with accounting packages Tally,ERP 9. |
| **SKILLS** | |
|  | * Good verbal and written communication. * Comprehensive problem solving abilities. * Willingness to learn. |
| **CONTACT INFORMATION** | |
| **E-Mail:** | anujsk11@gmail.com |
| **Mobile:** | +91-8802407425 |
| **Address:** | House No-299, street No-8  Chanchal Park,  Nangloi - Najafgarh Road,  Delhi-110043 |

Date: ......................

Place: ..................... (Anuj Singh)