

RESUME

VIRENDRA SINGH CHAWDA

VILLAGE – BRAHAMAN PIPLIYA

INDORE (M.P.)

CONTACT ; 9165768526

EMAIL. Virendrasingh91657@gmail.com

OBJECTIVE:

I want to work with a good place where can share my skills and experience by all means & life is a long learning process so I want learn more and more I have command on communication skill.

EDUCATIONAL QUALIFICATION:

- 10TH passed
- 12th passed
- Bechelor of commerce in computer application from DAVV

COMPUTER SKILLS:

- Knowledge MS EXCEL & MS Office ADVANCE
- TALLY ERP AND PRIME
- MARG ERP

PROFESSIONAL EXPERIENCE

ACCOUNTANT

- **DIGI REACTS PVT. LMT. 2021 TO OCTOBER 2023**
 - Managing all type work regarding accounts.
 - Working in purchase , sales , bank reco. , voucher entry , journal entry , debit note , credit note from B2B and B2C Invoice.
 - Also managing distributor point work.
- **EKTA COMMUNICATION 2021 – TO OCTOBER 2023**
 - Working in purchase , sales , bank reco. , voucher entry , journal entry , debit note , credit note from B2C Invoice.
 - Reconciled monthly bank account to ensure accuracy in accounting.
 - Work as part time.

- **BLUE TURTLE HOSPITALITY (JALSA RESORT AND ALBA HOTELS)**

NOVEMBER 2023 TILL DATE

- Managing all type work regarding accounts.
- Working in purchase , sale , debit note , credit note , voucher entry ,
- Bank reco. journal entry from B2B(E-Invoice) AND B2C.
- Supervise purchase & sale and reporting to our manager
- Maintain weekly and monthly OTA(ONLINE TRAVEL AGENCY) audit report
- of sale.
- Daily working report and solve query related accounts.
- We have five unit of hotel.
- Also working in GSTR1 & GSTR 3B data.

PERSONAL PROFILE:

- Name : Virendra singh chawda
- Father's Name : Mr. Jitendra singh chawda
- Date of Birth : 04/01/1999
- Marital Status : married
- Language Known : Hindi & English
- Goodness : Positive thinking & sincerity

DECLARATION:

I here by declare that the given above information are true and confidential to the best of my knowledge & promises to abide by them.

Place:

Date:

VIRENDRA SINGH CHAWDA