




RESUME

Name: Amit Singh Bisht

 **Phone:** 7456973002

 **Email:** amitsinghbisht444@gmail.com

 **Date of Birth:** 05th January 2003

 **Address:** Kotla Mubarakpur, South Extension, New Delhi

Professional Summary

Detail-oriented and proactive accounting professional with hands-on experience in GST Return Filing, TDS, ITR, and Tally. Proficient in MS Office and accounting software, looking to contribute expertise in a growth-oriented role.

Educational Qualification


- **Masters in Economics** – Uttarakhand Open University (Ongoing)
 - **Graduation** – Uttarakhand Open University (2023)
 - **12th (Intermediate)** – Uttarakhand Board (2020)
 - **10th (High School)** – Uttarakhand Board (2018)
-

Certifications

- **ADCA (One Year Course)** – The Life Way Computer Education Centre (Almora) (2022)
-

Work Experience

Kesan And Associates (Accounting Associates) (Since May 2022 – Present)

-  Manage GST, ITR Returns
 -  Maintain accounts using Tally Prime and MS Excel
-

Skills

✓ **Accounting Software:** Tally Prime, MS Excel

✓ **Taxation:** GST Return Filing, TDS, ITR

✓ **Technical Skills:** MS Office

Personal Details



Father's Name: Late Ram Singh Bisht



Hometown Address: Village - Churari, Post Office - Bhainsori, District - Almora, Uttarakhand 263601.
