




Amit Singh Bisht

 **Phone:** 7456973002

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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 my expertise in a growth-oriented role.

Educational Qualification

Degree	Institute/University/Board	Year of Passing
Master of Commerce (M.Com)	Uttarakhand Open University	Ongoing/Pursuing
Bachelor of Commerce (B.Com)	Uttarakhand Open University	2023
Intermediate (12th)	Uttarakhand Board	2020
High School (10th)	Uttarakhand Board	2018

Certifications

Certification	Institute	Year of Completion
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

Declaration

I hereby declare that the information provided above is true to the best of my knowledge.

Amit Singh Bisht