

Anjali Rajput

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Career Objective:

To get an opportunity where I can make the best of my potential and contribute of the organization's growth and seeking a challenging position in a reputed organization where I can learn new skills ,expand my knowledge ,and leverage my learnings. I am eager to learn, and excited about my career in the dynamic industry.

Experience:

Kasana Builders Pvt Ltd (From May 2019 to 2022)

Designation : *Accountant*

Responsibilities:

- Maintain day to day books of Accounts.
- Maintain Bank Reconciliation Statement on weekly basis.
- Maintain Journal Entry, sales, purchase and invoice & expenses.
- Calculation of TDS & payment as per TDS Terms.
- Maintain Raw material Stock on daily basis.
- Reconciliation of Debtors & Creditors on monthly basis.
- Prepare monthly Debtors & Creditors reports.
- Preparing salary statement and calculate ESIC & PF.
- Verifying and processing payments based on outstanding bills
- Reconciling all purchase & sales bills as per HSN code basis.
- Verifying Vendor Bill & Making payment as per credit terms.
- Preparing complete report of Accounts on month end for closing.
- Overall work reporting to Finance Manager on monthly and weekly basis.

Nicole Info Soft Pvt. Ltd. (From May 2017 to April 2019)

Designation : *Account Assistant*

Responsibilities :

- Tally data entry including sales, purchase, bank reconciliation and preparation of debtors/creditors statement.
- Receiving and processing all invoices, expense forms and request for payments.
- Handling petty cash, preparing bills and receipts.
- Maintaining accounting records, making copies, filing documents, etc.
- Creating GST invoice in Tally.
- Creating E-way bill.
- Maintain sales activities also.
- Recording of all activities in the CRM .
- Any other duties as may be reasonably requested from time to time by company .

Imperial International School (From April 2015 to March 2017)

Designation : *Assistant Teacher*

I have worked as a TGT teacher for the first 2 years after this in third year I taught Accounting (theoretical and practical component)as a PGT teacher.

Responsibilities :

- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning.
- Provide individualized instruction to each student by promoting interactive learning.
- Create and distribute educational content (notes, summaries, assignments etc.).
- Assess and record students' progress and provide grades and feedback.
- Maintain a tidy and orderly classroom.
- Collaborate with other teachers, parents and stakeholders and participate in regular meetings,
- Plan and execute educational in-class and outdoor activities and events.
- Observe and understand students' behaviour and psyche and report suspicions of neglect, abuse etc.
- Develop and enrich professional skills and knowledge by attending seminars, conferences etc.

Academic Qualifications:

- 10th Passed from UP Board in the year 2008 with 1st Division
- 10+2 Passed from UP Board in the year 2010 with 1st Division
- B.com Passed from M.J.P.R.U. Bareilly in 2013 with 1st Division.
- M.com Passed from M.J.P.R.U. Bareilly in 2016 with 2nd Division.
- B.Ed Passed from A.P.J. Abdul Kalam Technical university with 1st Division.

Professional Qualification :

- MBA (Finance & HR) From NIIT, Najibabad.
- CTET Qualified.

Computer Proficiency:-

- Knowledge of Microsoft Office programs (Word, Excel, PowerPoint)
- Computer diploma in CCC.
- Computer diploma in tally ERP 9.
- Knowledge of making website by wix.com.
- Internet surfing.
- Knowledge of CRM and ERP.

Strengths:

- Hard Working, Sincere and Dedicated towards Work.
- Optimistic and strongly believe in team Efforts.
- Ability to be a Successful Team Member and Active Player for major projects.

Personal Profile:

Name	: Anjali Rajput
Husband's Name	: Sumit Rajput
Sex	: Female
Marital Status	: Married
Nationality	: Indian
Hobbies	: Reading books and listening music
Language Known	: Hindi, English
Location Preference	: Gurugram
Date of Birth	: 26 March 1994

I hereby declare that the above-mentioned information is correct up to the best of my Knowledge.

Place : Gurugram

Date :

