



Key Results Areas:

- Monitoring the general entry such as VAT / TDS / cash / ledger / sales / purchase register & bank book of proprietorship and partnerships firms
- Supervising expenditure & expenses on monthly basis and taking actions to control
- Developing the P & L Account, Balance Sheet, VAT, Service Tax, TDS, Income Tax Return and Work Contract
- Managing the Bank Reconciliation on monthly basis, TDS Certificate, Debtors and Vendor on periodic basis
- Handling Rajasthan VAT & Central Sales Tax records as per the requirement of Departments and VAT-GTA / OBA / AB
- Responsible for Work Contract Details such as Return, Exemptions / Tax Clearance and Service Tax & TDS
- Looking after E-Filing, TDS / VAT Return, Service Tax & Online Challan proceedings and other 5 People reporting regarding the Financial Work
- Developing the VAT, TDS, income / service tax of quarterly and yearly returns
- Maintaining day-day accounting transaction on Tally. ERP 9
- Supporting in making audit report U/S 44 AB and computing income tax for individual, HUF & partners
- Resolving many type of computer problem like networking error, data, installation, hardware, website and software updating issues

IT SKILLS

- Well versed with:
 - MS Office (Word, Excel and PowerPoint)
 - Windows Vista/XP/7/8
 - Taxation Software (CompuTAX /CompuVAT/CompuTDS/CompuServe, SAP B57.0)
 - DTP (Photoshop, Page Make and CorelDraw)
 - Tally (All Version) and Internet Applications
 - Installations, Networking and Hardware

EDUCATION

- 2006 B.Com. From Rajasthan University, Jaipur
2003 12th (Commerce) from ABC School, Jaipur, Rajasthan Board
2001 10th (Sanskrit) from ABC Vidhyalya, Jaipur, Rajasthan Board

Other Courses:

- SAP (FI) module (B57.0) from SAP India Pvt. Ltd, authored Centre ABC Technology Pvt. Ltd., Jaipur for five months in 2013
- Completed trained FI Module from ABC Technology Pvt. Ltd., Jaipur (Certification soon expected)
- Advance Diploma in Computer Application from ABC India, Jaipur, Rajasthan in 2004
- Received training of Effective English from NIIT ABC for three months in 2009
- Diploma in Computer Applications from ABC, Jaipur in 2012

CERTIFICATION

- Training Certified in:
 - SAP (Finance) from ABC Technologies Pvt. Ltd., Jaipur in Jan-2013

PERSONAL DETAILS

- Date of Birth: 08th Dec'1985
Address: 180 M G Road, Jaipur, Rajasthan-XXXXXX
Languages Known: Hindi and English
Location Preference: Pan India