

# Manjot Kaur

## Professional Accountant

Versatile Accountant with Proven Record of 100% accuracy for Govt contractor, Business and Manufacturer

kaurmanjot267@gmail.com

7836050742

New Delhi, India

linkedin.com/in/manjot-kaur-09a23517b

## WORK EXPERIENCE

### Accountant Reprographic System & Supplies

05/2023 - Present New Delhi

Manufacturer of printing machines and spare parts

Accounting and Inventory Management

- Accounts payable and receivable, Inventory Management, Payment Follow-ups, Human Analysis in tally, Vendor Reconciliation, Ensure timely bank payment, Cash Management and knowledge of E-Invoicing.

### Account Executive Transworld Fire Protection and services

07/2020 - 05/2022 Delhi

Supply of fire protection equipment and related services

Accounts Management

- Microsoft Office/Managed Accounts/book-keeping/Account payable and receivable/Price Quotation/BOQ/GST Return/ Bank Reconciliation

### Junior Account Executive S.R. Interiors

02/2018 - 02/2020 Delhi

Provide interior design services in Government premises

Got Highest increment among colleagues

- Got hands on skills and expertise in book keeping, Account payable & receivable, GST return preparation

## EDUCATION

### Certified Industrial Accountant Institute of Computer Accountant

09/2015 - 09/2016 Delhi

Computer Accounting

- Computer Application in Accounts/ Accounts skills and Accounts Softwares/Adanced Practical Accounts

### Bachelor of Commerce University Of Delhi

06/2013 - 06/2016 Delhi

Courses

- Accounting/Financial Accounting/ Corporate accounting

### 12 Standard CBSE Board

04/2012 - 03/2013 New Delhi

Courses

- Commerce

## SKILLS

Book Keeping

GST Return Preparation

E - Invoicing

Accounts Payable and Receivable

Payroll

Microsoft Office

Tally Prime

Invoice

Bank Reconciliation

Inventory Management

Vendor Reconciliation

Cash Management

## ACHIEVEMENTS

Performed excellent and got appreciation & achieved 25% increment

## LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Punajbi

Native or Bilingual Proficiency

## INTERESTS

Reading

Cooking

Listening Music