

# **CURRICULAM VITAE**

**RAJNI CHAUHAN**

H. No- 24, V.P.O,

BAKOLI DELHI- 110036

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## **ACCOUNTANT**

- To be associated with the company that will provide me an environment for thinking and learn new skills. I believe in myself and my ability to add value to what I am involved in.

## **ACADEMIC QUALIFICATION**

- Passed 10<sup>th</sup> from CBSE Board in 2008.
- Passed 12<sup>th</sup> from CBSE Board in 2010.
- Passed Graduation (B.Com) from Delhi University in 2013.
- Pursing MBA ( with Finance ) from Swami Vivekanand Subharti University.

## **WORKING KNOWLEDGE**

- ❖ One Year Course of Basic & Tally and Busy from Dr. Ambedkar Institute
- ❖ Vouchers (Sales, purchase, payment, receipt & contra) entry in accounting software on daily basis, Prepare Creditors outstanding on monthly basis and reporting to M.D. and issuing for purchasing material
- ❖ Prepare Bank Reconciliation,
- ❖ Prepare cheques, NEFT & RTGS form fill, Petty cash handle.
- ❖ Monthly VAT & CST payments deposited with challan,
- ❖ ITR FORM 1 filling Knowledge,
- ❖ Prepare sale tax & vat return, Submit Sale Tax Return to CA
- ❖ Billing, maintain stock received in BUSY, TALLY & GENIUS software.
- ❖ E way bill
- ❖ Knowledge Goods and Services tax (GST)

## **WORK EXPERIENCE**

- One year work in **M/S ATUL K GUPTA & ASSOCIATES (Export)** as an Accountant.
- Three year work in **HITECH HYDRAULICS PVT. LTD.** as an Accountant.
- Currently Working at **SFR Footwear Pvt. Ltd.** as an Accountant.

## **PERSONAL DETATIL**

❖ Father Name	:	Mr. Chaman Singh
❖ Date of Birth	:	24-02-1991
❖ Marital Status	:	Unmarried
❖ Gender	:	Female
❖ Nationality	:	Indian
❖ Language Known	:	English, Hindi & Haryanvi
❖ Hobbies	:	Travelling, Listening Music

## **ACKNOWLEDGEMENT**

I do hereby declare that the above given information in support of my career education is true and best of my knowledge and belief. I will be abiding by the company rule and regulation while working in the organization.

**Date :**

(Signature)

**(RAJNI CHAUHAN)**