



DEVENDRA BISHT

Accounting Assistant
Jaipur

Summary

I am a capable Accounting Assistant skilled in data collection and analysis, with a meticulous eye for detail. I am known for my strong general ledger accounting, account reconciliation, and audit support. My expertise includes job-related software, ensuring accurate financials, and timely reporting.

Experience

Goodwill impex limited

HR Assistant

Jaipur, India
06/2023 - Present

Company specializing in import and export services.

- Maintain legal documents
- Maintain Labor report
- Worker safety
- Recruitment & selection process
- Maintain audit reports
- Dealing with auditors
- Maintain fire fighting training records

Goodwill Impex Limited

Assistant Accountant

Jaipur, India
06/2023 - Present

Company specializing in import and export services.

- Reconciled vendor accounts and ensured timely payment of bills and expenses.
- Performed month-end close procedures such as journal entries and reconciliations.
- Reconciled bank statements and resolved discrepancies in a timely manner.
- Monitored cash flow activities and forecast future cash requirements.
- Reconciled expenses and financial records.

Education

S.S. Jain Subodh College of Global Excellence

B.Com

Sitapura Jaipur, University of Rajasthan (Jaipur)
08/2021 - 03/2024

Advance Senior Secondary School Pratap Nagar Jaipur

12th Class

Board Of Secondary Education Ajmer (Rajasthan)
06/2021 - 03/2021

Advance Senior Secondary School Pratap Nagar Jaipur

10th Class

Board Of Secondary Education Ajmer (Rajasthan)
03/2018 - 03/2018

Languages

Hindi Native ●●●●●

English Proficient ●●●●●

Skills

account reconciliation • bank reconciliation • General Ledger • gst • ms office • Tally ERP

Training / Courses

Basics of Computer Fundamental's — Basic course on Computer Fundamentals

GST Portal — Course on GST regulations and filings

Tally ERP.9 — Course on accounting software Tally

BFSI course — BFSI (Banking, Financial Services, and Insurance) course

Passions

Hobbies and Interests

Enjoys listening to music and playing cricket.