CURRICULUM VITAE

SONU C PILLAI

Mob: 8527848173

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RZ-1/46A Street No-2

Tughlakabad extn, Kalkaji

New Delhi-110019

Career objective:

To utilize my knowledge and skills efficiently to achieve organizational well as individual goals.

Educational Qualification:

* POST GRADUATE -MBA (Finance and Marketing) from Subharti University.
* GRADUATE(B.COM )PASSED FROM Manav Bharti University IN 2014
* XIIth (Com.) FROM CBSE BOARD IN 2011
* Xth FROM CBSE BOARD IN 2009

Professional Qualification:

* CIA (Certified industrial Accountant) from THE INSTITUTE OF COMPUTER ACCOUNTANT (ICA InfoTech Pvt Ltd) Kalkaji New Delhi.
* Six Months (Training Purpose) In CA firms in KK JHA & ASSOCIATES. (ICA InfoTech Pvt) Kalkaji New Delhi.

PROFESSIONAL SKILLS:

Bussiness Computer Application

1. MS Office (Word, Excel, Power point)
2. Tally ERP 9 & Busy Software.

Experience

* 4.5 Year working as an Accountant in Scom Technologies Pvt Ltd Okhla Ph-2 (March-2013 To June-2017)
* 1.3 Year working as an Accountant in Utkrisht Electronics Systems & AG Technologies Sant Nagar.(July-2017 To August-18)
* 1 Year working as an Accountant Executive in Vox Populi Communication Pvt Ltd Sec-48 Sohna Road Gurgaon Haryana. ( August-2018 July-2019)
* Still working as an Accountant Executive in TRC Corporate Consulting Pvt Ltd. Sec-20, Udhyog Vihar Ph-2 Gurgaon Haryana. ( August-2019 Onwards )

Job Profile

1. Daily Transaction record in accounting software Tally erp9.

2. Prepare Tax related computation like TDS &GST report to CA.

3. Bank reconciliation statement & Payment transfer for vendor in Neft or Rtgs or Cheque.

4. Also Handle Accounts Payable or Receivable & Balance Reconcile Bill wise & Prepare Ageing Wise Weekly for Client Report to Project Handle Manger.

5. GST Return File (GSTR-1 and GSTR-3B and GST-2) & TDS Return File in TDSMAN & NSDL RPU Version.

PERSONAL DETAIL:

Date of Birth : 10-06-1991

Father’s Name : CHANDRAN PILLAI

Gender : Male

Marital Status : Unmarried

Nationality : Indian

Language knowledge : English, Hindi, MALAYALAM

Expected Salary. : Negotiable

I hereby declare that above all the information is true to best of my knowledge.

DATE: 30/04/2020

PLACE: New Delhi (SONU C PILLAI)