

## **CURRICULAM-VITAE**

**ADDRESS:**H.no-60, B1 Gali no-3  
Uttrakhand Enclave, Burari-110084

**Email:** naveensinghnayal123@gmail.com

**Mobile:** -+91-9871162273/ 8383811682

### **NAVEEN SINGH NAYAL**

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#### **OBJECTIVE**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

#### **EDUCATIONAL QUALIFICATION**

- Diploma in E-Accounting from Oxford Software Institute (1Year).
- Bachelor of Commerce (B. Com) from Delhi University 2018.
- **12<sup>th</sup>** Passed from **CBSE** board **in 2015**
- **10<sup>th</sup>**Passed from **CBSE** board **in 2013**

#### **TECHNICAL EXPERTISE**

- Packages: Windows XP,7,8, Microsoft Office
- Accounting Software: Tally ERP 9.0, Busy.
- Taxation Software: Webtel ,CompuTax office, Taxmann.

#### **Certification Course**

- Certification in Webtel.
- Diploma course in computer application and management.

#### **IT SKILLS**

- Computer knowledge of Microsoft and a Good Command in Word,Excel,Power Point,and Internet Applications.
- Exposure to Tally Accounting Package.
- Qualified the Certificate Course in MS Office & Accounting Package.
- Through Working knowledge in MS Office, MS Power point & Excel.

## **WORK EXPERIENCE**

- Worked in a CA firm 'Raj K Sri & Co. Chartered accountants' for 1 Year 3 months.
- Worked in 'Aquila indiaTechnosys Pvt. Ltd.' from Aug 2017 to July 2018.
- Preparation of Computation of Income and Income Tax Return for various kinds of assesses.
- Projecting tax liability and Calculation of advance tax payable.
- Knowledge of direct Tax like TDS, Income tax.
- Knowledge of GST & All Types of Return filing of GST.
- Performed Accounting and Auditing Functions.
- Prepared Reconciliation's Statements of Banks, Debtors, Creditors & Prepared of monthly Budget , Prepare Salaries of employees etc.
- Auditing of Ledger, Cash Book, Daybook etc. both in Manual and Computerized system.
- Prepared all type of Income Tax Returns.
- Prepared Trading, P&L Accounts and Balance Sheet.

## **PERSONAL ATTRIBUTES**

- A Quick learner
- Good listening, interpersonal, written and oral communication skills.
- Self-motivated and directed.
- Ability to effectively prioritize and execute tasks while under pressure.
- Possess experience of working in a team-oriented & collaborative environment.
- Adaptable and flexible to changes.

## **PERSONAL DETAILS**

**Father's Nam** : Mr. Nandan Singh Nayal  
**Date of Birth** : 12<sup>th</sup> November 1997  
**Gender** : Male  
**Nationality** : Indian  
**Marital status** : Single  
**Language known** : English & Hindi

## **DECLARATION**

I hereby declare that all the information given above is true and correct in the best of my knowledge.

Date:

Place: Delhi (NAVEEN SINGH NAYAL)

