

RESUME

VINEET MITTAL

41-A Prem Nagar Phase-2

Najafgarh New Delhi-43

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Contact No: - 8750485308, 9716616718

Career Objective:-

Seeking a position of junior accountant/Office assistant in an esteemed company, where I could utilize my accounting skills, towards the growth of the organization.

Professional Skills:-

General Accounting, Reconciliation, Receivable, Payable, Tally, MS Excel, Other office related work, Handling petty Cash, Book Keeping, Client Relationships, Day to Day Accounting, Emails Queries, etc.

Education Qualification:-

- M.Com from Bharti Vidyapeeth deemed University, Pune
- B.A with Banking & Insurance from Delhi University.
- 12th from CBSE Delhi.
- 10th from CBSE Delhi.

Computer Skills&Training:-

- Knowledge of MS Office, MS Excel, Tally 9.0, NEAT, ODIN Software, Internet etc.
- A Four-month Tally Erp accounting Software Operator training from Height Computer Institute Nangloi Delhi-41

Work Experience:-

Currently Working for **SAHABJEE S.B. ASSOCIATES PVT. LTD**, PAPRAWAT ROAD NAJAFGARH NEW DELHI-43 from 01 April 2015 to till Date as a **Junior Accountant.**

Industry: -Transporter, Building Material Supplier, Sales Promotor JK LAKSHMI CEMENT (West Delhi Area)

Responsibilities:-

1. Prepare manual Cash-Memo Bill, Tax- Invoice, expenses voucher.
2. Prepare the monthly salary of the employee, Attendance, Labor Payment & Checking Reimbursement Bill of the employee.
3. Maintain and update the record of tally with each & every entry in the accounting books.
4. Handle Debtors & Creditors queries for different amount for ledger after reconciliation Bank & Parties monthly statement.

GANDHI HANDLOOM**Dec-2013 to March-2015**

DVAT. Registered whole sell Shop 4775 Mahabir Bazar Cloth Market Chandni Chowk Delhi-110006.

(Trading Business, fabrics Items)

Designation & Job responsibilities:-**Accountant Cum Go down in charge**

1. Maintain day-to-day accounts sell & Purchase & Handel Input Vat & Output Vat.
2. Weekly Checking physical Stock in God won & Prepare update stock list & replace material.
3. Daily visit to Bank and doing Bank related work i.e. Payment Deposit, withdrawal, RTGS; etc.
4. Maintain books of accounts in tally software.
5. Assist with year-end closings & audit process.

HEAMKUNT STOCK BROKING (P) LTD.**Dec-2009 to March -2013**

A Company is leading NSE, BSE, and MCX Trading., registered office in Bhera Enclave paschim Vihar N.D.

Designation & Responsibilities: -Capital Market & Commodity market Dealer (Day & Night Shift)

- Sale / Purchase Share online Neat & Odin Software Client based on company research report.

Self Worker: -**Dec – 2003 to Nov-2009**

- (Insurance, Post office Investment scheme, mutual fund, Share sell purchase agent.)

Personal Detail:-

Father's Name	:	Prem Narain
Date of Birth	:	08/11/1983
Sex	:	Male
Language	:	Hindi, English
Driving License	:	Two Wheeler

Declaration: - I hereby declare that the information furnished above is complete and true to the best of my knowledge.

(VINEET MITTAL)

