

Career Objective

To pursue a dynamic and growth oriented career wherein I have ample opportunities to utilize my knowledge and skills in a professional and challenging environment and to grow along with the organization with my best efforts and ability. Further, to set new standards of performance and add value on all client engagements

ROBOTICWARES PVT LTD

OCT 20 – JAN 21

AS AN ACCOUNT ASSOCIATE

Responsibility	<ul style="list-style-type: none"> Issue of Tax Invoice & Pre forma Tax Invoice Update tax invoices into Sales ledger Generating reports & statements for internal use Processing and recording transactions Proper management of Debtors , Debtors Reconciliation & management Generation of monthly debtors mis reporting Management of foreign debtors including foreign exchange payment procedures & reporting Working with collection departments to review accounts and client payment and credit history to develop new or better repayment terms Management of several reports related to debtors & payment collection
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J. S. TRADING CO.

JAN 2019 – JULY2020

AS AN ACCOUNT ASSOCIATE

Responsibility	<ul style="list-style-type: none"> Assemble, review and verify invoices and check requests Flag and clarify any unusual or questionable invoice items or prices Sort, code and match invoices Issue of debit note & credit note Set invoices up for payment Enter and upload invoices into system Track expenses and process expense reports Prepare and process electronic transfers and payments Stock issue , stock verification , stock management Vendor reconciliation & vendor payment approval Debit note , Credit note & Delivery challan
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	Reconciliation of Report as per supplier & vendor requirements GST & EWAY BILL Proceudres Import & export documentation
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As an account assistant	3 year
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RAJEEV PANKAJ & CO. (CA FIRM)		<i>FEB 2016 to December2019</i>
Description	Preparation of audit report and annexure including CARO, 2003 Perform company audit as an internal auditor & statutory auditor Preparation and review of balance sheet and profit and loss Review of computation of income as per provisions of Income Tax Act Preparation and filing of Form 3CD and annexure thereof u/s 44AB of Income Tax Act, 1961 Compliance related to bank audit Recording & finalising of daily basis accounting Finalized tax audit report for the purpose of submitting tax return along with Form 3CA/3CB Compliance related to advance tax and TDS matters for corporate and non corporate assesses Detail study of project assign GST procedures & filling	

Academic Record

Examination	Institution	Year	Percentage
M.COM	CCS UNIVERSITY	2019	62
B.com	CCS UNIVERSITY	2017	55
CA IPCC	ICAI	2015	51
CA CPT	ICAI	2014	52
Senior Secondary	CBSE	2014	81
Secondary	CBSE	2012	75
Achievements/ Certifications	<ul style="list-style-type: none"> ▪ Awarded certificate for motivational speech at school level ▪ Awarded certificate in Slogan writing competition in 2012 ▪ Highly recognized and appreciated for the work assigned ▪ Got appreciation for time management & punctuality 		

Technical Qualification and Skill set

Description

- Well versed with MS Office (MS word, MS Excel and MS Power Point)
- Exposure to accounting software Tally ERP9 & busy
- Exposure to tax software (genius , computax & spectrum)
- Working knowledge of sap (fico module)

Personal Details

Father's Name	SH. MAHESH GOEL
Address	VIJAY NAGAR , GHAZAIABAD , UP -201001
Date of Birth	21-01-1997
Core competencies	Positive thinking, proficient communication skills and organized

PUNIT GOEL