

## **WORK EXPERIENCE**

### **Axis E-Corp Solutions Pvt Ltd – Accounts Executive (12/2021 –Present).**

- Currently I am working in Axis E-Corp Solutions Pvt Ltd as Accounts Executive Here I do Invoice processing and get Involve in Accounts payable work like Petty Cash , Payments and more. I am Also Acquire the Knowledge regarding GST, Tally, TDS , SAP.I am also learning about SAP FICO as Beginner stage Now. I am handling Finance & Accounts and other Miscellaneous work such as Accounting of Individuals , Firms, Company and NGOS. Finalizing tally data for preparation of balance sheet. Handling Petty cash of Various branches of Company.Generating reports from Tally for Management. Reconciling Bank And Parties(Debtor, Creditor and loan).

**Technologies: Tally ERP, Busy, SAP, MS-Office.**

**Shyam Lal & Hari  
Co.(CA Firm)**

**(12/2020- 12/2021)**

- Taking part in drafting checklist relating to various aspects of indirect taxation having impact on the financial statement of the company.
- GST registration.
- Filling amendment in GST.
- GST Tax computation and Tax payment.

### **Responsibility:**

- Lessoning with clients for compliance of their work.
- Preparing of plan for performing different task in office.
- Supervising and guiding office staff.
- Reporting to principal and clients.

## **SKILLS**

Tally ERP Software, Busy, SAP  
MS-Office, Income Tax  
Department,TDS, GST,  
Accounting. Auditing.

## **EDUCATION**

- Bachelor of Commerce (BCOM)  
from  
Maharaja Agrasen College in 2021.
- Intermediate(+2) from Maharishi  
Vidya Mandir 2017.
- 10<sup>th</sup> standard from Maharishi  
Vidya mandir in 2015..

## **HOBBIES**

- Reading books
- Travelling.
- Painting
- Listening Old Songs

## **CAREER ASPIRATION**

My career aspirations revolve around job satisfaction, responsibility and to an extent on the remuneration offered to me. The scope for personal value additions and upward mobility are also very important and involves need for I have always been an achiever and especially if the job is challenging innovations.