

Manju Deshwal

1) Working as Accountant - Cash/Bank

Ghaziabad, Uttar Pradesh

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+91-9999333544

Having 8 years of experience in Accounts/Finance/stores domain in esteemed organizations.

IT Skills:

Skill Type Skill Name

OS MS Office

Others Very good command in Tally ERP and Internet.

Work Experience

1) Working as Accountant

Cash/Bank - Noida, Uttar Pradesh

June 2013 to Present

Job responsibility:

Handling all day to day aspect of accounting forms, Cash/Bank, Sale/Purchase, Trail Balance, Profit & Loss A/c and, Preparation of Bank Reconciliation, Maintain Cash Book and Bank Book., Value Added Tax (VAT) & Monthly Sale Tax Return (Form I & IV, Annexure) & Sales Tax Assessment of Sales tax Act. & maintain record Form -38, C, & Form H. Maintain all excise date and fill online excise return.

1. Working as Accountant with "Saini Engineering Industries sec 02" Noida from June 2009 to 05th November 2012.

Job responsibility:

Handling all day to day aspect of accounting forms, Cash/Bank, Sale/Purchase, Trail Balance, Profit & Loss A/c and, Preparation of Bank Reconciliation, Maintain Cash Book and Bank Book. TDS Challan, Value Added Tax (VAT) & Monthly Sale Tax Return (Form I & IV, Annexure) & Sales Tax Assessment of Sales tax Act. & maintain record Form -38, C, & H.all gst related work
Form H.

3) Working as Accounts Assistant

A.S Moulding Pve Ltd" Sec - Noida, Uttar Pradesh

February 2007 to June 2009

Job responsibility:

Handling day to day transaction of accounts, maintained party wise Ledger and reconciled them with party statement, Value Added Tax (VAT) & Monthly Sale Tax Return (Form I & IV) & Sales Tax Assessment of Sales tax Act. & maintain record Form -38, C, & Form H.

Education

Diploma in Computer Application

Garhwal University

Skills / IT Skills

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