

RESUME

HARISH

Contact: 8750611957

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OBJECTIVE:

Like to work in a challenging environment that provides adequate opportunity for growth and personal developments. I always eager to learn & adopt the environment of challenging job.

EDUCATIONAL BACKGROUND

- *B.com passed from University of Delhi.
- *Intermediate from Commerce Stream from C.B.S.E. Board.
- *High School passed from C.B.S.E. Board.

PROFESSIONAL QUALIFICATION:

- > Knowledge of Basic Computer Applications like
- > MS-Office,
- > Power point
- > Excel
- > Internet.

KEY SKILLS

- Good command over calculations.
- Experience in working with MCA portal
- Tally ERP 9
- Quick learner
- Loyal work under stressed condition
- Good Communication skills.

WORK EXPERIENCE IN ACCOUNTING:

- **1 Year work experience under Vivek Khanna & Associates (2020 to 2021)**
- Prepare reports on Account Payable & Account Receivable
- Generate Client Bill for various Projects
- Review the details Provide by the managers, Distribute the payment & edit the Billing
- Analyze and update the subcontractor files with Agreements. And necessary states sales tax requirements.
- Tally Prime
- Bank Reconciliations
- GST Return Filing

EXPERIENCE IN OTHER FILED

- **3 Years work experience under Shashank Sharma & Associates (2017 to 2020)**
- * Prepare of Billing

- * Tally Prime
- * GST Return Filing
- * Well versed with MCA portal
- * ROC Annual Filing (AOC-4, MGT-7,)
- * Annual Return Deposit (DPT-3)
- * Commencement of business (INC-20A)
- * Notice of registered office (INC-22)
- * Creation and satisfaction of charge (CHG-1, CHG-4,)
- * Appointment of KMP (MR-1,)
- * Allotment of DIN (DIR-3,)
- * KYC of Director (DIR-3KYC,)
- * Change in Particulars of Director, (DIR-6,)
- * Appointment & Resignation of Director (DIR-12, DIR-11,)
- * Appointment & Resignation of Auditor (ADT-1, ADT-3,)
- * LLP Filing Form No. 11, Form No. 8 Form No.15

PERSONAL DETAILS

Father's Name	: Mr. Nand Lal Brijwasi
Mather's Name	: Kusum Devi
Date of Birth	: 25, June, 1998
Languages known	: English, Hindi
Address	: J-57, Prem Nagar, Lal Kuan, M.B Road, Pul Prahlad Pur, South Delhi, New Delhi-110044

Date:

Place:

(HARISH)