

# DEVRAJ RANA

## OFFICE ASSISTANT CUM ACCOUNTANT

Phone : 8447828895

Email: devrajrana9807@gmail.com

Birthday : 02/18/2000

Gender : Male

Marital Status : Single

Address : 5/210 DAKSHIN PURI  
AMBEDKAR NAGAR NEW DELHI,  
NEW DELHI, DELHI.

Nationality : India

Office Assistant Cum Accountant with more than 3 years of successful experience in Excel and Tally. Recognised consistently for performance excellence and contributions to success in Export industry.

### Work Experience

June 2018 - Till Date	<b>Office Assistant Cum Accountant</b> <b>NISARG ENTERPRISES</b>	<b>New Delhi, Delhi</b>
	<ol style="list-style-type: none"><li>1. Maintain Journal and Purchase Ledger.</li><li>2. Reconcile Bank Entries Every Month.</li><li>3. Resolve invoice Discrepancies.</li><li>4. Matching Invoices and setting up same for the payment.</li><li>5. Vendors Account Reconciled Every Month.</li><li>6. Calculate of GST/TDS.</li><li>7. Creditors report Maintained By Month End.</li><li>8. Maintain Attendance Sheet Every day.P</li><li>9. Prepare Salary Sheet Every Month.</li><li>10. Generate GST Invoice and Performa Invoice.</li><li>11. Generate E-WAY Bills and also solve the issue of EPF and ESI.</li></ol>	

### Education

August 2017 - April 2021	<b>Arts - Indira Gandhi National Open University</b> Bachelor Of Arts	<b>New Delhi, Delhi.</b>
April 2014 - May 2015	<b>Science - National Inter College</b> High School	<b>Lucknow, Uttarpradesh.</b>
April 2016 - May 2017	<b>Maths - National Inter College</b>	

## Certificate

August 2018

Diploma in computer Education

## Skills

Data Entry Operator

Accountant

Typist

## Language

Hindi

English

## Hobbies

Reading Newspaper

Watching Movies

Playing Cricket

## Referees

Available on Request