

# Saroj Kumar Mukhiya

(Accounts Executive)



## Contact Details :

**Mobile** +91 9555830759

**Email** [skmacounts2017@yahoo.com](mailto:skmacounts2017@yahoo.com)

## Residential Address :

House No 337, 2<sup>nd</sup> floor, A Block, Baba Colony, Burari, Delhi- 10084.

## Family Background :

**Fathers Name :** Indal Mukhiya

**Mothers Name :** Manju Devi

**Sibling :** I Have Two Brothers and Three Sisters

## Work Experience

- Initial Exposure

## About Me

- Having exposure in the Accountancy and Taxation,
- Possess strong analytical skills, with a problem solving approach to complete the task allocated within time,
- Commitment towards work and willingness to learn is high,
- Good written and verbal communication skills. (Languages Known Hindi & English)
- Highly Trustworthy and Ambitious.

## Objective

Seeking a position in Accounts Department in organisation where opportunities and autonomy will be given which would ultimately help in constantly improving my knowledge, expertise and upgrading skills while working.

## Education

- Passed Matriculation examination in 2010 from B.S.E.B. Patna.
- Passed Higher Secondary examination in 2012 from B.S.E.B. Patna.
- Completed graduation B.COM(Program) in 2015 from L.M.N.U University,

## Computer Skills

- Working knowledge of MS Office Excel, Word and Power point,
- Advance level familiarity with Tally (Prime) and Comp-u-office software's.

1. A Tele-Techno & Associates - 4 Years working Experience as an Accounts Executive.
2. Role & Responsibilities :

Initially started with preparation of Books of Accounts for various clients :

- Handled various aspects of accounting and related problems.
- Handling of all Purchase Order and placing the order with suppliers.
- Day to Day Accounting, Journal Voucher, Payments.
- Vouching and verification of different accounts and ledgers
- Handling of the entire invoice (Input and Output).
- Handling Bank and Cash.

- Payroll, EPF & ESIC Filings

Later on started assisting the team in Payroll, EPF and ESIC related procedures and then went into independently handling monthly Compliance & Procedural filings related to all captioned above.

- ITR Filing's

Also have filed Income Tax Return related to Individual, Proprietorship Firms during this tenure.

- TDS/TCS Filings

Exposure in filing TDS/TCS Returns as required under the Income Tax Act i.e., Return Filing & Challan Payment.

- Goods & Services Tax

Constantly working & improving my Skills in Goods & Services Tax Act likewise handled :  
GSTR 1 Filing,  
GSTR 3B Filing,  
GSTR 5 Filing,  
GSTR 6 Filing etc.

- Electronic Way Bill

Documentation and filing of E-way Bill through portal.

**DECLARATION:** I hereby declare that all the information furnished above is true to the best of my knowledge.

Saroj Kumar Mukhiya