

# Ajay Verma

## Accountant

Delhi, Delhi

[ajayverma826\\_kbg@indeedemail.com](mailto:ajayverma826_kbg@indeedemail.com)

7835851853

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to

Willing to relocate to: Okhla, Delhi - Nehru Place, Delhi - Lajpat Nagar, Delhi

## Work Experience

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### Accountant

Concept makerz events Pvt Ltd - Delhi, Delhi

September 2018 to April 2019

Gst payment

TDS payment

Accounting entry

Knowledge to file GST return.

### Six month experience Ca firm

Shaival & Sunil - Nehru Place, Delhi

January 2018 to June 2018

- Bank Reconciliation
- Entry in tally
- Expense, Bank, Petty cash entry, TDS Entry, GST Entry.

## Education

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### B.com

Delhi University

## Skills / IT Skills

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EMPLOYEE RESOURCE GROUP (Less than 1 year), ENTERPRISE RESOURCE PLANNING (Less than 1 year), EXCEL (2 years), JOURNAL (2 years), Tally (2 years)

## Additional Information

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KEY SKILLS:

- MS Office 2013 (MS word, MS excel, PPT), Internet Surfing.
- Accounts (Journalisation, BRS, Depreciation, Final Account & Trial balance)
- Tally ERP 9.0
- Busy 17 (Basic Knowledge)
- Basic Knowledge of GST and Journal Entries of GST.
- Basic knowledge of TDS and Journal Entries of TDS