

# **RESUME**

## **YAMAN AGRAWAL**

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### **OBJECTIVE:**

To utilize my skills, abilities and potential to the utmost that will help me future job growth while being resourceful, innovative and flexible towards growth and development of organization.

### **EDUCATION QUALIFICATION:**

- B.Com 1<sup>st</sup> div (60%) in 2009 from Kanpur University
- Intermediate in 2006 from UP Board.
- High School in 2004 from UP Board.

### **TECHNICAL QUALIFICATION:**

- Completed Tally.ERP9 from IMPACT EDUCATION, Kanpur
- Good knowledge of MS-WORD, EXCEL, Internet, Tally

### **PROFESSIONAL QUALIFICATION:**

**Currently Working in WINGS BIOTECH H.O. as Executive Accounts  
(Accounts Payable) from June 2020.**

#### **Roles & Responsibilities:**

Prepare All Vouchers Entries related to Office Expenses & Local Bills in SAP.  
Manage NEFT/RTGS payments to Vendors through ENET & CMS.  
Generate Debtors & Creditors Report Ageing.  
Bank Reconciliation.  
Making Timely Payment of TDS & GST.  
Payments & Receipt Entries etc.  
Plant Vendor Payments Checked and Process for payment.

**Worked in AMRIK ENGINEERS as Accountant from September 2018 to  
March 2020.**

#### **Roles & Responsibilities:**

Prepare All Vouchers Entries related to Office Expenses & Vendor Bills.  
Manage NEFT/RTGS payments to Vendors.  
Generate Debtors & Creditors Report Age wise.  
Follow up Debtors Payments.

Bank Reconciliation.  
Prepare All Data For Taxation Return on time (TDS & GST).  
Prepare All Tally entries related to Purchase & Sales Bills, Journal Entries, Bank Entries, Payments & Receipt Entries etc.  
Prepare Balance Sheet & Profit & Loss Account.

**Worked in Onkarmull Shankarlal (NBFC) As Accounts Executive (Branch)  
from February 2013 to August 2018.**

**Roles & Responsibilities:**

Prepare All Vouchers Entries related to Office Expenses & Vendor Bills.  
Generate Debtors & Creditors Report Age wise.  
Bank Reconciliation.  
Prepare Party Loan Statements.  
Prepare All Data For Taxation Return on time (TDS & GST).  
Prepare All Tally entries related to Purchase & Sales Bills, Journal Entries, Bank Entries, Payments & Receipt Entries etc.  
Maintain Day Book.  
Prepare Balance Sheet & Profit & Loss Account.

**Worked with Divine Auto Solutions (Hyundai Authorized Service Center) As  
Accounts Executive from July 2009 to January 2013**

**Roles & Responsibilities:**

Prepare All Vouchers Entries related to Workshop Expenses & Vendor Bills.  
Cross Check All Bills of Vendor with Quotation & prepare final payment.  
Prepare Attendance & Salary Record of All Employees.  
Prepare All Taxation Return on time(DVAT, Service Tax, TDS).  
Contact with all Govt Sectors (MCD) related to Workshop related work.  
Maintain Ledger of each item related to HR/Admin (Stationary, Assets Etc)  
Maintain Of AMC of all Machinery.  
Prepare All Tally entries of Purchase & Sales Bills, Journal Entries, Bank Entries, Payments Entries etc.  
Maintain Day Book.

**PERSONAL DETAILS:**

<b>Date of Birth</b>	:	26/01/1989
<b>Father's Name</b>	:	Mr. Kumudesh Agrawal
<b>Gender</b>	:	Male
<b>Marital Status</b>	:	Married
<b>Languages Known</b>	:	English & Hindi
<b>Hobbies</b>	:	Interactive with people, Listening Hindi Movies Songs

**Date:**

**Place: Delhi**

**(YAMAN AGRAWAL)**