

Resume

Janvi

Address- C/44,Sarvodaya Nagar ,
Vijay Nagar, Ghaziabad,
Uttar Pradesh

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Objective:-

Looking for gainful work in company which shall enable me to utilize my ability to contribute extensively for the growth of organization.

Strength:-

Can work in a group demonstrating positive teamwork, self-confidence and creative attitude with good communication skill. I like to take challenges and put my all efforts to reach the goal. Also selfconfidence motivated, quick learner and team player.

Personal Information:-

- Date Of Birth : 9th May1997
- Marital Status : Unmarried
- Father's Name : Shri Sarvesh Gautam
- Nationality : Indian
- Language Known : Hindi & English

Educational Information:-

- 10th Passed From U.P. Board In 2012.
- 12th Passed From U.P. Board In 2014.
- B.Com.Passed From CCS University 2017.
- M.Com Passed From CCS University 2019.
- Pursuing MBA From SVS University

Computer Knowledge:-

- Basic Computer Knowledge.
- MsOffice2007(Excel, Power Point, Word).
- Tally Erp.9.
- Work on Enterprise Resource Planning (ERP) Software.
- Busy (software).

Employment History:-

- **Company- Harboveda India.(Trading co.)**

(Deals in- Stevia, Gaia Tablet and Pharmaceuticals)

Designation- Accounts trainee

Period- June 2017 to December 2018.

Job Profile:-

- Bank Reconciliation.
- Maintain day to day Accounting.
- Make Purchase Order in Tally.

- **Company- Jass Grounding Systems Pvt. Ltd.(Manufacturing and Trading co.)**

(Manufacturing item- Earthing and bounding systems, Lightning Protection and Surge Protection)

(Trading item- Exothermic Welding Systems.)

Designation- Account trainee Period- January 2018 to May 2019.

Job Profile:-

- Various accounting entry pass in Tally
- Prepare of TDS data.(other than Salary)
- Preparation of sales invoice as well as subsidiary challan, Non-Billable challan.
- Collecting of import document.
- All type of voucher entry in Tally.(Purchase, Sale, Payment, Receipt, Journal and Contra)
- Preparation of GSTR-3B computation sheet in excel and bill feeding in GST Portal.
- Reconciliation of GSTR-2A.
- Ledger reconciliation of Creditors and Debtors

- **Company- B.A Fabricator Pvt. Ltd.(Manufacturing co.)**

(Manufacturing item- Gates, Ralling, Staircase and MS

Tank) Designation- Account executive Period- August 2019 to Till date .

Job Profile:-

- Payment entries.
- Cash entries.
- Maintain Stock.
- Prepare GSTR-1 data.
- Purchase and Journal entries • Prepare Due Balance of Debtors.

Candidate Sign. (Janvi Gautam)

