

# **CURRICULUM VITAE**

## **SAHIL HAROON**

B-51/G-2, Dilshad Colony, Delhi-95

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### **OBJECTIVE**

- To improve self-skills according to the changing scenario and to continuously motivate myself for better as road to improvement is never ending.
- To work with a professional organization, which will provide mean opportunity to learn more and utilize my process as an asset of the organization.

### **EDUCATIONAL QUALIFICATION**

S. No	Qualification	University / Board	Year	Percentage
1.	B.B.A, Finance	I.T.S. College, CCS University	2010-13	60%
2.	12thStandard	CBSE Board	2010	67%
3.	10th Standard	CBSE Board	2008	72%

### **WORK EXPERIENCE**

- 2 years and 1 months working experience with Angel Broking Franchisee, Ghaziabad As a Dealer.
- 6 months experience in Religare Securities, Connaught Place as a Relationship Manager.
- Currently working with A S H & Company, Since June 2018 as an Accounts Executive.

### **MAJOR AUDIT ASSIGNMENTS HANDLED**

S. No	Company Name	Industry	Nature of Audit
1.	Modicare	Manufacturing	Stock Audit
2.	Reliable Data Service Pvt. Ltd	KPO	Statutory Audit
3.	Matrix Solutions Pvt. Ltd	KPO	Physical Verification
4.	Oriental Bank of Commerce	Bank	Statutory Audit
5.	Techwin Solutions Pvt. Ltd.	Retail	Statutory Audit

### **KEY RESPONSIBILITIES AREA(KRA)**

- Entry into Tally for Sales, Purchase, Cash & Bank Payment, Journal Vouchers, Reconciliation of ledger accounts.
- Use to handle Tally and make Bank reconciliation statements.
- Knowledge of TDS (i.e. 24Q & 26Q) including generation of Form 16 & 16A periodically.
- Preparation Income Tax computation of Corporate as well as Individuals.
- Handling day to day Accounting Work.
- Maintain E-way Bills Details.
- Preparing Bills and Making Cheques.
- Preparing GST Computation and filing the GST returns (i.e. GSTR-1 & GSTR-2)
- Online registration of GST and ITR.

### **TECHNICAL KNOWLEDGE**

- Basic Knowledge of Computer.
- Proficiency in MS-Word and MS-Excel.
- Tally ERP 9.0

### **KEY ATTRIBUTES**

- Hard working with firm determination and dedication.
- Strong willingness to learn.
- Can work individually as well as in a team.
- Analytical mind with positive attitude.

### **OTHER INTEREST**

- Singing and Travelling.

### **PERSONAL DETAIL**

Father name	:	Mr. Haroon Mirza
Date of Birth	:	13-03-1992
Marital status	:	Unmarried
Nationality	:	Indian
Language	:	English, Hindi

### **DECLARATION**

I hereby declare that the above specified information is true correct & accurate to the best of my knowledge and belief.

**Place:** New Delhi

**Date:** .....

(SAHIL HAROON)