

Dheeraj kumar Mehta

Accountant

Ghaziabad, Uttar Pradesh

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Work Experience

Accountant

ARK Multicreations Pvt. Ltd. - Ghaziabad, Uttar Pradesh

November 2018 to Present

1. VAT, CST & Form 38, Form C - Knowledge.
2. E-Way Bill
3. Bill Entry – Sale, Purchase.
4. Bank Reconciliation.
5. Knowledge of GST with monthly return Filling (GSTR-3B, GSTR-1 etc.)
6. Knowledge of TDS and Return Filling
7. Ledger Maintain By Hand
8. Knowledge of Import
9. Debtors and creditors ledger reconciliation
10. Cash book maintain
11. Making salary sheet (attendance, paid leave, overtime record)
12. Inventory

Accountant

Ishir Enterprises - Ghaziabad, Uttar Pradesh

April 2018 to October 2018

1. GST
2. TDS
3. ESI
4. Inventory Management
5. Salary Payroll
6. Invoicing and Eway Bill
7. Reconciliation of Debtors and creditors list
8. Bank Reconciliation
9. Tally

Accountant

Elcom Hi-Q Electro Products Pvt. Ltd. - Ghaziabad, Uttar Pradesh

July 2015 to March 2018

1. VAT, CST & Form 38, Form C - Knowledge.
2. E-Way Bill
3. Bill Entry – Sale, Purchase.
4. Bank Reconciliation.
5. Excise – Knowledge.

6. Knowledge of GST
7. Ledger Maintain By Hand
8. Knowledge of Import

Education

M.Com in Account & Finance

Chaudhary Charan Singh University - Meerut, Uttar Pradesh
May 2015 to May 2017

B.Com

Chaudhary Charan Singh University - Meerut, Uttar Pradesh
2015

Skills / IT Skills

- Tally, busy, GST, TDS,

Additional Information

COMPUTER SKILLS:

Basic knowledge of computer.

MS Word

MS Excel (with Vlookup, Hookup, Pivot Table etc.)

Knowledge of Tally 7.2, 9.0 & ERP 9.

ACHIVEMENTS:

VAT, CST & E-Way Bill, Form C - Knowledge.

Bill Entry - Sale, Purchase.

Bank Reconciliation.

Cash book maintain

Knowledge of GST with monthly return filling

Knowledge of TDS with payment and return filling

Ledger Maintain By Own Hand

Knowledge of Import documentation

Reconciliation of Debtors and Creditors

Salary sheet