

## CV/ Resume Details

JobProfile:  
PreferredLocation:

AccountsExecutive  
DelhiNCR

### Objective and Resume

#### Summary:

Name

Abhishek

Father's Name

Sh. Ishwar Singh

Address

D-3/10, Kunwar Singh Nagar  
Nangloi NewDelhi-110041

Gender

Male

D.O.B

05<sup>TH</sup>AUGUST1991

MartialStatus

Unmarried

Nationality

Indian

LanguageKnown

English &Hindi

Hobbies

BooksReading

MobileNo.

9968546031

E-mail

abhi.ashish0001@gmail.com

#### Objective:

To explore & utilize best of my talent with motto to deliver the work assigned to me with due perfection and to keep myself growing with the growth of the organization

#### Skills:

Known languages (and  
levels):

**Auditor/ Accounts Executive**

English-Good , Hindi-Good

**Type of Employment wanted:**

Full Time

**Minimum Yearly Salary:**

2.4 Lac Per Annum + Other Incentives

**Expected Salary for New Job**

Negotiable

**Last Withdrawal Salary**

**without Increment**

Rs. 15000/-Per

**Notice Period to take up new**

Month1Month

**CurrentLocation:**

India, New Delhi

Education &Experience

**Education History, Qualifications & other additional information:**



## **Educational Qualifications:**

### **PROFESSIONAL QUALIFICATION**

- **B.COM From Delhi University**
- **Computer Course other-**
  - Ms-office
  - Tally 7.2 , 9, ERP

### **ACADEMIC QUALIFICATION**

- **Intermediate** (C.B.S.E Board)
- **High School** (C.B.S.E Board)

### **COMPUTER SKILLS**

Software/Program: MS-office, Internet, Tally 4.5, 7.2, 9.0 ERP, e-TDS, e-Income Tax, e-ROC, e-GST

Platform : Window 98/2000/Xp/Vista/2003/07/10/13

### **Work History & Experience:**

**Years of Work Experience:**                      **2 years and 2 months**

### **Experience Summary:**

- ✧ **Over 2 years** of experience in General Accounting, Finalization, Auditing and Taxation.
- ✧ Cross functional experience in financial accounting, payable/receivable management, statutory.
- ✧ Proficient in preparing and maintaining statutory books of accounts and financial statements, co-coordinating with auditors for internal & statutory audits.
- ✧ Revenue recognition and accounting of the same
- ✧ Taxation, other statutory compliances, & monthly, annual returns eTDS, GST, Income Tax, )
- ✧
- ✧ Preparations and Finalization of Balance Sheet and P&L accounts Cash

Flow Statement

- ⇒ Proficient in preparing Reconciliation Statements on monthly and yearly basis
- ⇒ Maintenance of fixed asset register and other Day to Day books of account with statutory compliances

**Current Company profile: STRG & Associates Chartered**

**Accountants** based in Delhi. Firm is a medium sized accounting firm in India with a team of dynamic accountants and professionals serving domestic/N.R.I. clients Public Companies and Listed Companies from all business sectors. (June 2018-Till date)

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