

RESUME

Bharat Singh Panwar

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Address 202,B-26 Vikash Vihar Sector 15 Uttam Nagar Dwarka,Delhi

JOB OBJECTIVE

- B Com Graduate with 6 year working experienced in accounting field.
- To obtain a position in Accounts, and legal matters that enables me to use my unique blend of working skill while applying my supervision and leadership.

WORKING EXPERIENCE

- 1 Year Experience C.A & Advocate Firm an Account Assistance at Rajpur Road Dehradun India.2012-13.
- 1 Year Experience in Cinema Art Studio (Auth. Dealer of Sony India Pvt. Ltd) As an Account Executive.2013-14.
- 1 Year Experience in Hotel Great Value, Clark Group of Hotels, Dehradun as an Accounts Executive.2014- July 15.
- 3 Year Worked in Kuala Lumpur Malaysia with YTL Group as Accounts Payable Jan 2017 till July 2020.
- Presently working at EllBee Hospitality Pvt Ltd At Rajendra Place, Delhi as an Accounts Executive from 14 Oct 2020.

Base & Core WORKING FIELDS in Accounts.

- Prepared Data & file GST Return
- Pay Monthly Tds Payment, Prepared Data & file TDS Return.
- Maintenance of books of accounts, and trial balance with the finalization of year end accounts.
- Good in Vendor / Debtor reconciliation of statements, bank reconciliation, Credit Card reconciliation etc. for analyzing the accuracy of books of accounts.
- Good Command over M S Excel, M S Word, Making of Different Excel sheets for accounting purpose.
- Good knowledge of Tally 7.2 & 5.4 & Tally ERP 9.0 (All Type of Work like as Accounting, Stock Inventoried.

ACADEMIC & PROFESSIONAL CREDENTIALS

- 6 Month Diploma in Financial Accounting.
- 6 Month Diploma in Computer Application (Basic Computer Course).
- Intermediate in 2009 from U.K. Board, Dehradun. India
- Graduation (B.Com) from HNB Garhwal University at Dehradun India 2012.

JOB PROFILE AT CURRENT JOB

At ELL BEE HOSPITALITY (CORPORATE OFFICE) As An Account EXECUTIVE.

- All the voucher & Purchases Bills post over Zoho Books software.
- Check Vendor Bills & prepare reconciliation on before payment.
- Pay Online Monthly TDS payable of all ell bee Companies.

- Prepare TDS Monthly deposit sheet & file Quarterly TDS Return.
- Finalize Sales on every end of Month on ERP and Upload in to Zoho books then file GSTR 1 Return.
- Check all the B2B Invoices on GST Portal & make reconciliation between our posted invoices in zoho.
- File GSTR 3B return on Monthly.

JOB PROFILE

At Star Hill Hotel Sdn Bhd (YTL Group of Company), As An Account Payable.

- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Scheduling and preparing checks;.
- Maintains accounting ledgers by verifying and posting account transactions.
- Disburses petty cash by recording entry; verifying documentation.
- Continuing to improve the payment process.
- Paying employees by verifying expense reports and preparing pay checks
- Maintaining historical records of Vendors.

PERSONAL DETAILS

Passport No	:	K7990912
Can Join	:	Immediate.
Date of Birth	:	30 July 1989.
Fathers Name	:	Suresh Singh
Sex	:	Male
Marital Status	:	Unmarried
Address	:	202,B-26 Vikash Vihar Dwarka,Delhi
Nationality	:	Indian
Language Know	:	English Hindi
Current Salary	:	20,000.00 Net In Hand – Per MOnth

DECLARATION

I hereby declare and confirm that the information by me true to the best of my knowledge.

Bharat Singh Panwar