

TARUN

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CAREER OBJECTIVE

To Work With An Organization Which Can Give Me Total Job Satisfaction And Can Help Me To Grow By Providing The Opportunity To Prove Myself As A Part Of The Organization Through My Skills, Motivation, Sincerity And Hardwork in The Field Of Accounts.

ACADEMIC QUALIFICATION

- 10th passed from **CBSE** board 2012.
- 12th passed from **CBSE** board 2015.
- Graduated from **Delhi University** in 2018.
- M.Com. Final Year from **IGNOU**.

CERTIFICATE COURSE

- 6 Months Diploma in Computer Application.
- 3 Months Diploma of **Tally ERP 9.0** From Iifa Ins., Khanpur.
- Cleartax **GST**.

STRENGTH & SKILLS

- Fast Decision Making.
- Dedicated Person.
- Stay calmed & Focused in Adverse Situation.
- Good Communication skills.
- Able To Bear Challenge.

WORK EXPERIENCE

- 1 Year as an Ass. Accountant at **Alcon Meditech (I) Pvt. Ltd.**
- Presently Formed as an Associate Accountant at **Sehgal & Associates** since 2017.

JOB PROFILE

- Co-ordination with Vendors and Customers in different Departments.
- Invoicing
- Sale and Purchase Invoicing.
- Bank and Party Reconciliation.
- Petty Cash Handle.
- Online Payments of TDS, PF & ESIC.
- GST Returns Calculation.
- File GSTR1 and GSTR3B.
- Prepare Annual GST Return GST9 & GST9C.
- Prepare Export Refund Paper For GST.
- Prepare Eway Bill.
- Prepare Annual Books for Income Tax.
- Prepare TDS Return File.
- Bank Related Work(Solvency Certificate issue, Bank Gurantee, Bank Account Close Etc.).
- Prepare Monthly Salary and Pay Online.
- Admin Work.
- Prepare Duty Roaster for Staff.
- Quotation and Tender Making.
- Webtel.
- Cleartax.
- Genis.

HOBBIES

- Internet surfing.
- Listening to music.

PERSONAL DETAILS

Date Of Birth : 26- May-1995
Father Name : Mr. Dayal Singh
Sex : Male
Marital status : Unmarried
Nationality : Hindu
Language known : English & Hindi

Salary Expectation : 30,000.

DECLARATION

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

DATE :
PLACE : New Delhi.

Tarun