

# Shyam Sahni

Delhi, Delhi

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8745899195

Looking for a challenging career so that i can use my capabilities through sincerity, dedication and hard work to move up the graph of the organization.

## Work Experience

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### **Accountant**

Young wings - Delhi, Delhi

October 2016 to Present

Working with Young Wings as an account assistant since oct 2016 to till date.

Job Description:

- ❖ Handling accounts and taxation works.
- ❖ Handling liation work with GST, and other Govt. Office.
- ❖ Coordinate telephonic and e-mail interaction with clients.
- ❖ Handling follow up reports and follow ups for the outstanding clients dues etc.
- ❖ To follow up the customers regarding the other pending orders.
- ❖ Maintain petty cash and make Payments to vendors.

Personnel Profile.

Father Name: Late Shree Sudi Lal Sahni

Date of Birth: 7th July, 1984

Sex: Male

Nationality: Indian

Religion: Hindu

Marital Status: Married

## Education

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### **B.Com**

Delhi University - Delhi, Delhi

## Skills / IT Skills

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- Knowledge of Tally.
- Knowledge of p&l a/c, and B/S.
- Knowledge of GST, ITR, E-Way bill.
- Knowledge of bank reconciliation.
- Knowledge of sale, purchase, bank, cash, and expenses entry etc.
- Knowledge of TDS.

- Knowledge of petty cash.
- Reconciliation
- Creditors reconciliation
- Bank reconciliation
- Vendors reconciliation
- Gst filling
- Tds preparation