

CURRICULUM VITAE

Ajay Ghildiyal

F-268 B1, Sector-11, Pratap Vihar

Ghaziabad, U.P- 201009

Mobile No: +91 8376900209

Email ID: ajayghildiyal24@gmail.com

OBJECTIVE

-I would like to join a Company that offers *PROFESSIONAL GROWTH* while being resourceful & flexible, which can provide me the right opportunity to serve & at the same time enrich me with fresh & new experience which I keenly desire for.

EDUCATIONAL QUALIFICATION

Passed 10th from CBSE in 2010

Passed 12th from CBSE in 2012 (Commerce)

Passed B.Com from D.U. in 2016

WORK EXPERIENCE

School: SWAMI VIVEKANAND SARASWATI VIDYA MANDIR

Designation: Sr. Accountant

Tenure: 1st April 2017 TO Till date

Location: Sahibabad

Job Description

- All Accounting work, maintaining books of accounts, Bank Reconciliation Statement, Cash & Petty cash handling, Creditor Payments Reconcile and records.
- Recording transactions in Tally, maintaining books of accounts
- Preparation of all types of vouchers
- Monthly Fee, Fee Due & Fee Concession Reconciliation Statement
- Preparation of staff attendance, maintaining leave records & Salary for the employees
- Maintaining All Student's Records
- Maintaining Staff Imprest & Advance
- Maintaining Stock, Students' Record, Staff Appointment, Post, Cheque Issue & Received Register etc.

Company: S N GARG & CORPORATION

Designation: Assistant Accountant

Tenure: 01TH July 2015 TO 28th February 2017

Location : Ghaziabad

Job Description

- All Accounting work & ROC process, Maintaining books of accounts, Bank Reconciliation Statement, Cash & Petty cash handling, Debtor, Creditor Payments Reconcile and records
- Prepare Sales, Purchase , Import, Export
- Recording transactions in Tally, maintaining books of accounts
- Preparation of all types of vouchers
- Dealing with Debtors & Creditors & preparing their Reconciliation Statements.

- Maintaining Stock Register
- Debit note, Credit note Register Maintain.
- Import Maintaining books of accounts, Bank Reconciliation Statement,
- Prepare Sales, Purchase Register
- Prepare Service Tax, Sales Tax

Company: HT Media Ltd.

Designation: Regional Representative Executive

Tenure: 01st September 2014 TO 30th June 2015

Location : Sector- 63 Noida

Job Description

- Motivate clients to advertise with HT.
- Follow up with clients.
- Finalize the advertisement as well till printing.

COMPUTER SKILLS

- MS Office (MS - Word, MS – PowerPoint, MS- Excel)
- Knowledge of Accounting Package – Tally ERP 9
- Knowledge of Taxation, Sale Tax, Service Tax

HOBBIES

- Playing musical instruments.
- Playing Volleyball

PERSIONAL DETAIL

Name	:	Ajay Ghildiyal
Date of Birth	:	31 st July 1994
Father's Name	:	Late P.C. Ghildiyal
Sex	:	Male
Marital Status	:	Unmarried
Regional	:	Hindu
Nationality	:	Indian
Language Known	:	Hindi & English

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge. Give a chance I will do my best.

Place : Ghaziabad

Date:

(Ajay Ghildiyal)