

Akhilesh Mehta
Semi Qualified CMA
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H. No. 371 , Shankar Vihar
Khoda Colony, Noida
Noida-201301, India

Objective

To join and make a long term bond with a well-fame and dynamic organization where I can vest a challenging position and contribute as an integral part of organization.

Work Experience

Organization : Digital Xperts

Designation : Senior Accounts Executive
Duration : April, 2016 to Present (2 Years 3 Months)
Department : Accounts

Job Responsibilities: -

- Finalization of Accounts
- Bank Reconciliation
- TDS Deduction if Applicable
- Receivable Reconciliation
- Payable Reconciliation
- Book Keeping
- Sales Register Preparation
- Purchase Register Preparation
- Income Tax Return Filling
- Client Follow-up
- Communication with Tax Consultant
- Goods and Service Tax
 - GST Registration
 - GST Rate Determination
 - GST Return Filing
 - GST Accounting
 - GST Payments

Organization : Fea Ceramics

Designation : Accounts Executive
Duration : December, 2014 to April, 2016 (1 Year 4 Months)
Department : Accounts

Job Responsibilities:

- Book Keeping
- Bank Reconciliation
- Invoicing
- Inventory Management
- Inventory Verification
- VAT & CST Return Filling
- Client Follow-up

Professional Qualification

Semi Qualified CMA (Previously Known as CWA) from The Institute of Cost Accountants of India

LEVEL	PASSING YEAR	PERCENTAGE (%)
Intermediate Group 2	DEC, 2015	50.75
Intermediate Group 1	DEC, 2015	49.25
Foundation	JUN, 2013	54.50

Academic Qualifications

LEVEL	BOARD/UNIVERSITY	PERCENTAGE (%)	PASSING YEAR
M.com	IGNOU	61.25	2018
B.Com	University of Delhi	53.48	2015
Intermediate, 12 th	C. B. S. E.	51.17	2011
High School, 10 th	U. P. Board	60.83	2009

Area of Interest

Reporting and Analyzing Compliance Management Work in Team

Computer Skill

- Worked in a fully computerized environment with minimum paper work aware about normal day to day hardware and software issue occurring in corporate environments.
- Work on MS Excel.
- Tally (ERP 9.0)
- Busy Accounting Software
- Typing Speed (50-60 WPM)
- Internet (Basic working Knowledge of Internet)
- 100 Hours Computer Training from The Institute of Cost Accountants of India

Language Known

English

Hindi

Hobbies

Newspaper Reading

Listening Music

Personal Information

Father Name	Date of Birth	Marital Status	Gender
Sitaram Mehta	12 th March, 1992	Un-Married	Male

I hereby declare that all the above information is true & correct to the best of my knowledge.

Place:

Date:

(Akhilesh Mehta)