

# RESUME

**Durvesh Yadav**

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Perm. Address. Village-Dattpur Post off. – Ishara Distt. Etah (U.P.) **207001**

Local Add. House No 215 Sankar Vihar Colony Lal Kuan Ghaziabad.

## **Objective:**

Seeking to get an Opportunity in a company where I can utilize my experience in the field of Accounts/Finance and also seeking to gain knowledge and expertise in other aspects of Accounting and financial services.

## **Academic Qualification:**

- Passed 10<sup>th</sup> from U.P. Board Allahabad. 2010
- Passed 10+2 from U.P. Board Allahabad. 2012
- **Completed B.Com From Agra University-2015**

## **Certificate in Tally.ERP9, Busy Accounting Software & Basic Computer Course**

- Six Month Computer Course Completed – From **Advance Institute of Information & Computer Technology**, Ambedkar Road, Ghaziabad (U.P.)

## **Sound Knowledge of Computer:**

- MS-office, (Ms Word, Excel, Power Point, Note Pad)
- Busy Accounting Software, Tally.ERP 9,

## **UP- Sales Tax & GST**

- Knowledge of E-Filing of GST- Return
- Knowledge of E-Filing of VAT- Return for Monthly/Quarterly in U P VAT Return,
- Knowledge of E-Filing of CST in CST format Form-I with annexure A, B & C
- Knowledge of Annually Filing of VAT- Return in U P VAT Return Format Form-XXVI, LII with annexure

## **Knowledge of**

- Amount Receivable, Bills Receivable, Amount Payable, Bill Payable, On A/c
- Checking balance of Sundry Debtor/Creditor
- Downloading & Submitting Online detail Of **38 Forms**
- Statement of A/c, Confirmation of A/c, Payment Reminder,
- Depreciation Chart, Bank Reconciliation, Sale Analysis, Purchase Analysis
- Stock Status (Opening, mfgd Closing) Item Issue/Receipt Analysis,
- Consumption, Production Report. Item wise
- Daily Basis Passing All type entry in Tally.ERP9 & Busy 14 Accounting software
- Maintaining of Manual Book & Register For VAT, Excise,
- Preparing of sales Tax Case for Assessment years

## **Knowledge of Excise**

- Preparing of Excisable Sale invoice & Debit/Credit Note
- Preparing of RG-1, Register For Finished Goods Products.
- Preparing of RG-23A Part.-I Register (For Raw Materials/ Consumable Item)
- RG-23A Part.-II for taking credit of Cenvat on Raw Materials/Consumable Item
- Preparing of RG-23C Part.-I – Register Capital goods/Repair Maintenance Items.
- RG-23C Part.-II for taking credit of Cenvat on Capital goods/Repair Items
- Preparing of ANNEXURE-10 (Raw material & Capital Goods)
- GAR-7 Challans Advance Payment/Payment of Excise Duty,

- Monthly E-Filling Of ER-1& ER-6 (Online & Offline Mode)

**Presently Working in**

Company : M/s Dynamic Telesystems Private Limited  
: E-16/1, Kavi Nagar Industrial Area ,Ghaziabad

Company Products : manufacturing , Could Store Puff Panel Cabin Door Tharmocol

Designation : **Account Executive.**

Duration : Januaryl - 2016. till date

**Area of interest:**

- Interest in reading books.Positive attitude and keen to learn. Playing Badminton

**Personal Information:**

Date of birth : 10-07-1995  
Father's Name :Sh. Ajant Singh  
Nationality : Indian  
Martial Status : Un-Married  
Language known : Hindi & English

**Date-** :  
**Place-**

**Name-** :(DurveshYadav)