

Happy Gera

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A BRIEF SYNOPSIS

- ☑ **Nearly 3 years and 8 Months** of experience in **Book Keeping, Bank Reconciliation, Vendor Reconciliation and Assist Management in Preparing Balance Sheet .**
- ☑ Demonstrated ability to work **cooperatively** as part of a team to meet deadlines.
- ☑ **An effective communicator** with problem solving approach, organizational skills, flexible attitude, detail oriented ways of working and result orientation.

AREAS OF EXPERTISE

- Book Keeping
- Bank Reconciliation
- Vendor Reconciliation
- TDS knowledge.
- Assist in Balance sheet Preparation
- ☑ Book Keeping.
- ☑ Bank Reconciliation.
- ☑ Vendor Reconciliation.
- ☑ TDS knowledge.
- ☑ Assist in Balance Sheet Preparation.
- ☑ Accounts Payable and Receivable

CAREER SPAN

GREENSCAPE ECO MANAGEMENT PVT. LTD., NEW DELHI

Working since December 2016

Account Executive – Finance and Accounts

Greenscape is an IT asset management (“ITAM”) company that is spearheaded by a visionary group of promoters with decades of experience.

Work profile.

- ☑ Book Keeping.
- ☑ Vendor Reconciliation.
- ☑ Bank Reconciliation.
- ☑ TDS knowledge.
- ☑ GST.
- ☑ Assist in Balance Sheet Preparation.
- ☑ Branch Reconciliation
- ☑ Accounts Payable and Receivable

Sanjay Lakhani and Associates, Faridabad

April 2014 – December 2016

Senior Accountant

Sanjay Lakhani & Associates, a proprietor firm with qualified & experienced in the field of Booking Keeping and Return Filling.

Work profile includes Cost Audit and Stock Audit.

- ☑ Book Keeping.
- ☑ Vendor Reconciliation.
- ☑ Bank Reconciliation.
- ☑ TDS knowledge.

ACADEMIC QUALIFICATIONS

- ☑ B.Com from MD University, Faridabad.
- ☑ 12th from (HBSE Board), Faridabad with 62.00% aggregate in 2014
- ☑ 10th from (HBSE Board), Faridabad with 73.00% aggregate in 2012.

IT CREDENTIALS

Operating System : WIN XPP, Windows 7, Window 10.

Packages : MS-OFFICE 2010

ERP : Tally ERP9.

PERSONAL PROFILE

Date of birth : 18th October 1996

Fathers name : Mr. Surender Gera

Marital Status : Unmarried.

(Happy Gera)