**AKASH CHAUHAN**

Preferred Location:- Delhi/NCR

Mobile: 8006220752, 8077484324

E-Mail: [akashchauhan245101@gmail.com](mailto:akashchauhan245101@gmail.com)

**Professional Snapshot :**

* An M.Com with 3.5 year experience in Accounts.
* Presently associated with ISKON TOOLS INDIA in New Delhi as an Accounts executive.

EXPERIENCE:

**ISKON TOOLS INDIA Jan-2016 to Present**

**Account Executive**

* Voucher posting in Tally ERP-9 (GST).
* Prepare customer`s statement, bill and Invoice.
* Inventory management.
* Prepare E-way Bill.
* Preparation of Bank Reconciliation.
* Preparation of GST Challan for payment of Tax on Gov.in.
* Preparation of GSTR-1, GSTR-2, GSTR-3B in Tally ERP-9.
* Documenting all account payable and receivable transaction.
* Resolve the credit note and debit note issues.
* Contacting bank regarding any financial queries.
* Recording all cash activity on daily basis.
* Preparation of details of **C forms.**
* Followed up and allocated payments.
* Coordinating and obtaining data from the operations/accounts teams (C.A.) for GST return filling in prescribed formats.

**A S CNC January 2015 to 2016**

**As an Accountant**

* Working on Tally ERP-9.
* Voucher posting in Tally ERP-9 (VAT).
* Prepare customer`s statement, bill and Invoice.
* Inventory management.
* Preparation of Bank Reconciliation.
* Contacting bank regarding any financial queries.
* Recording all cash activity on daily basis.
* Preparation of details of **C forms.**
* Followed up and allocated payments.
* Preparation of annexure 2A, 2B.
* Checking the filling of Invoice.
* Handling all telephone inquiries relating to account payable/ receivable issues.
* Contacting with other departments.

**Bharat Cold Drinks (Hapur) June2014 to january 2015**

* Mannualy Billing.
* Prepare customer`s statement, bill and Invoice
* Inventory managment.
* Contacting banks regarding any financial queries.
* Checking the filling of Invoice.
* Recording all cash activity on daily basis
* Handling all telephone inquiries relating to account payable/ receivable issues.

**With Advocate M.S.Khan as an assistant January 2013 to june 2014**

* Prepare Sale Tax Return.(U.P VAT)
* Inventory managment.
* Accounts payable and receivable transactions.
* Voucher posting in Tally.
* Office Reliated work.
* Sale tax work.

**Skill:**

* Konwledge About GST.

**PROFESSIONAL / ACADEMIC HIGHLIGHTS**

* 2016 PASSED M.COM FROM CCS UNIVERSITY, MEERUT
* 2014 PASSED B.COM FROM CCS UNIVERSITY, MEERUT

**IT Skill & Certificate**

* GST Knowledge.
* MS-OFFICE(MS-Word, MS- Excel,MS-Powr-Point)
* Internet
* Tally 6.3, 7.2, ERP (9.0), GST.
* CCC+ CERTIFICATE
* Typing (English, Hindi)

***PERSONAL DETAILS***

* Father's Name : Mr. Kailash Chand Chauhan
* Gender : Male
* Date of Birth : 8th 10- 1994
* Languages Known : Hindi & English

(AKASH CHAUHAN)