

Vaibhav Saxena

Accountant - DATA MINERS PVT. LTD

Ghaziabad, Uttar Pradesh - Email me on Indeed: [indeed.com/r/Vaibhav-Saxena/e1c07631b4aeefd4](https://www.indeed.com/r/Vaibhav-Saxena/e1c07631b4aeefd4)

- To work in an organization where I can enhance my knowledge & skills and make use of those to add value to the organization so that my performance becomes the benchmark for others.

WORK EXPERIENCE

Accountant

DATA MINERS PVT. LTD - June 2013 to Present

This is engaged in BPO (UK, US & Australia Process)

JOB PROFILE

- All types Accounting Entry & Day to Day General Accounting
- Bills Feeding & Invoice Raising to Clients
- Party Reconciliation & Bank Reconciliation
- Monthly Prepare TDS Deduction Report
- Monthly TDS & Service Tax Depositing
- Making of TDS & Service Tax Return & Filing
- Issuing of TDS Certificate to Respective Persons
- Audit Work With Auditors
- Profit & Loss, Balance Sheet & MIS Report
- Making of Salary, Bank Work & Petty Cash

Accountant

KRISHNA INFRATECH PVT. LTD - July 2010 to May 2013

This is engaged in Real Estate.

JOB PROFILE

- All types Accounting Entry & Day to Day General Accounting
- Bills Feeding & Invoice Raising to Clients
- Party Reconciliation & Bank Reconciliation
- Monthly Prepare TDS Deduction Report
- Monthly TDS & Service Tax Depositing
- Making of TDS & Service Tax Return & Filing
- Issuing of TDS Certificate to Respective Persons
- Audit Work With Auditors
- Imperest Settlement & Making of Salary

- Worked with VIKRAM OVERSEAS LTD. as an Accounts Executive since February 2009 to June 2010. This is engaged in Export of Woven/Knitted Garments to various Countries as U.S.A & European countries having annual Export Turnover 100 crores

JOB PROFILE

- All types Accounting Entry
- Bills Feeding

- Party Reconciliation & Sale Reconciliation
- TDS calculation of Salaried Employees
- Monthly Costing of Shipped Styles
- Maintain Costing Report from Texma Software (ERP)
- Maintain Accounting Reports in Excel Sheet

• Worked with REVOLUTION CLOTHINGS PVT. LTD. as Accounts Assistant from February 2007 to January 2009. This is engaged in Woven/Knitted Ladies Garments Factory Outlet/Shops to various cities in India.

JOB PROFILE

- All types Accounting Entry (Sale, Purchase, Cash & Bank, Payment, Receipt, Journal)
- Bills Feeding
- Stock Reconciliation & Party Reconciliation
- Imperest Settlement
- MRN Checking & Feeding
- Maintain Data Report from Sales Trak Software (ERP)

EXPECTED SALARY Negotiable

EDUCATION

B.Com. in Good 2nd Division

Kanpur University - Kanpur, Uttar Pradesh
2005

Diploma in Industrial Accountant

Institute of Computer Accountants - Ghaziabad, Uttar Pradesh

SKILLS

Accounts/Finance (9 years)

ADDITIONAL INFORMATION

SOFTWARE EXPOSURE

Operating System DOS, Windows NT 4.0, 98, 2000, XP
DBMS Packages MS-Access
Ms-Office 2000 Ms-Word, Ms-Excel, Ms-Power Point,
Web Technology Adobe Page Maker 6.5, Ms-Front Page
Internet E-mail ID Creating, Sending, Receiving, Chatting, Searching
Accounting Packages Tally ERP, 7.2 & 9, Fact, Busy, Payroll, Webtel e-TDS, Texma (ERP)

PERSONAL STRENGTHS

- Honesty, Confidence, Dedication
- Hard Worker
- Eagerness to learn
- Ability to lead & work in teams

- Good Presentation Skills
- Positive Attitude

Communication Skills Having good communication and interpersonal skills.

Date:

Place: [VAIBHAV SAXENA]