

# Avishesh Rajput

## Accounts Executive - OCM INDIA LIMITED

Amritsar, Punjab - Email me on Indeed: [indeed.com/r/Avishesh-Rajput/d391dd238b95678c](https://indeed.com/r/Avishesh-Rajput/d391dd238b95678c)

To work in a company utilizing the potential fully to satisfy the seniors and take responsibility and accept challenges in work for self development.

### WORK EXPERIENCE

#### **Accounts Executive**

OCM INDIA LIMITED - October 2012 to Present

##### Job Profile

- Maintain the books of accounts
- VAT (Calculation, return prepare)
- Service Tax (Calculation, return prepare)
- TDS (Calculation, return prepare)
- Accounts payable & Accounts receivable & Banking (LC, BG, Foreign payment & Receipt)
- Bank reconciliation statement
- Salary distribution, Voucher maintain, Quotation prepared for purchase
- Maintain the accounts reports ( Income & expenditure account, Receipt & payments account and balance sheet) and send it to Head Office
- Cash Handling

#### **Branch Accountant cum Administrative Manager**

SAI Consulting Engineering Pvt. Ltd - Pathankot, Punjab - February 2010 to September 2012

#### **Site Accountant**

S.P Singla Construction Pvt. Ltd - Delhi, Delhi - July 2008 to January 2010

In Delhi CWG Ring Road Project.

### EDUCATION

#### **B.com. in Course of Industrial Accountant**

Institute Of Computer Accountant

### ADDITIONAL INFORMATION

Computer knowledge

Microsoft Office 2003, 2007, Internet  
Accounting softwares  
(SAP FICO, Tally 7.2, Tally 9, Busy 3.0)