

# SUNNY CHAWLA

Delhi, Delhi - Email me on Indeed: [indeed.com/r/SUNNY-CHAWLA/ba0d3537beca0125](https://www.indeed.com/r/SUNNY-CHAWLA/ba0d3537beca0125)

## WORK EXPERIENCE

### **Accountant**

MANGALAM CEMENT LTD - Delhi, Delhi - August 2010 to Present

#### Responsibilities

1. Looking day by day activities of the office.
2. Computerized accounting with good knowledge of Tally, MS- Excel, MS-Word.
3. Book-keeping, Bank Reconciliation, Billing in Tally ERP.9 & IN DICE (SAP PROGRAM)
4. Coordinate with customer for Payment and form.

#### Accomplishments

1. Looking day by day activities of the office.
2. Computerized accounting with good knowledge of Tally, MS- Excel, MS-Word.
3. Book-keeping, Bank Reconciliation, Billing in Tally ERP.9 & IN DICE (SAP PROGRAM)
4. Coordinate with customer for Payment and form.

#### Skills Used

1. Looking day by day activities of the office.
2. Computerized accounting with good knowledge of Tally, MS- Excel, MS-Word.
3. Book-keeping, Bank Reconciliation, Billing in Tally ERP.9 & IN DICE (SAP PROGRAM)
4. Coordinate with customer for Payment and form.

## EDUCATION

### **B.COM in ACCOUNTANT**

DELHI UNIVERSITY - Delhi, Delhi