

# SHUBAM ANGOTRA

## ACCOUNTANT

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Contact no:- 7006058355  
Address :- Upper Barnai main chowk Near  
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## ACADEMIC QUALIFICATIONS

- Passed B.COM From Jammu University in the year 2015.
- Passed higher secondary from JK Bose in the year 2011.
- Passed high school in the year 2009.

## Computer Proficiency

- Microsoft office.
- Working knowledge of Accounting software such as Tally and Busy

## STRENGTHS

- Polite nature
- Honesty
- Active listener
- Smart work

## LANGUAGES

- HINDI
- ENGLISH
- DOGRI

## CAREER OBJECTIVE

Hard-working professional with five years of experience and proven knowledge of accounting expertise and audit controls. Aiming to leverage my skills to successfully fill the Accountant role at your company.

## PROFESSIONAL EXPERIENCE

### ACCOUNTANT

#### Pargal Sourav & Associates from June 2017- Present.

- Inspecting accounting books and systems to ensure efficient reporting. Check figures, postings and documents for correct entry.
- Post and process journal entries to ensure all business transactions are recorded.
- Return Submission-GSTR1, GSTR3B, GSTR9, GSTR9C Upload and Submit all returns using Tally and Busy accounting softwares.
- Inputs Tax Credit Reconciliation-Match GSTR2A and GSTR2B to minimize differences to maximize set off.
- Prepare of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Responsible for issuance of Cheque and maintaining a record for the same
- Performs monthly close process including bank reconciliations, account analyses, and financial reports as assigned.
- Calculate, prepare and issue bills, Invoices, account statements and another financial statements according to procedures.
- Physical stock verification Bi-yearly and maintain inventory records.
- Prepare and filling of ITR 1 and ITR 4 Income tax returns.
- Perform concurrent audit, stock audit and revenue audit of J&K Bank.
- Monitors and projects daily cash flow; reviews and executes all checks and deposits for F&B events and reviews daily cash receipts and disbursements.

### SALES EXECUTIVE

#### Jamkash Vehicleads Pvt Ltd. From Aug 2016 to June 2017.

- Sale of Maruti Suzuki vehicles.
- Organizing sales visits.
- Attending trade exhibitions, conference and meetings.
- Conducting market research to identify selling possibilities and evaluate customer needs.
- Actively seeking out new sales opportunities through cold calling, networking and social media.