

**OBJECTIVE:**

Looking forward to be associated with an organization where my skills and talent can be fully utilized and recognized concentration simultaneously on the growth of both the organization and personal front in **SAP Implementation, Development & Support.**

**ACADEMIC PROFILE:**

- 10th from C.B.S.E in 2017
- 12th from C.B.S.E in 2019
- Graduation in B.B.A from IP University in 2022 FROM LLDIMS

**PROFESSIONAL SUMMARY:**

- In depth knowledge of FI Organization structure.
- In depth knowledge of General Ledger Accounts creation.
- In depth knowledge of Accounts Payable and Accounts Receivable.
- In depth knowledge on Asset Accounting.
- Knowledge on Controlling

**WORK EXPERIENCE:**

- Internship in SPH (C.A FIRM) as junior accountant (1<sup>st</sup> june 2022 – 1<sup>st</sup> dec 2022).
  - Review on daily basis collection flow for Accounts Receivable and Accounts Payable.
  - Updating of monthly data for GST returns.
  - Filling Monthly GST returns.
  - Reconcile Bank statement.
  - Prepare Journal Entries and report Sales and Purchase invoices of company

**DESIGNATION:**

- Accounts Executive.

**SAP FICO Skills:**

**ENTERPRISE STRUCTURE :-** Create a company, company code, Business Places, Financial Management, Segment.

**FI-GENERAL LEDGER:-** Configuring of Enterprise Structure, Creation of General Ledger Accounts, Transaction with G/L Accounts, Reversal Document, Parking Document, Post Document and Hold Document, Reporting.

**ACCOUNT PAYABLE:** - Configuring of Vendor Account Group, Create Vendor Master Data, Create Vendor Invoice, Reporting, Partial & Residual Payment of Vendor, Vendor Invoice with Discount, Down Payment Made, Automatic payment program and Reporting.

**ACCOUNT RECEIVABLE:** - Configuring of Customer Account Group, Create Customer Master Data, Create Customer Invoice, Payment with Customer, Partial & Residual Payment, Discount Reporting, Down Payment Receive.

**ASSETS ACCOUNTING:** - Configuring of Assets, Depreciation, Create Assets Master Data, Reporting.

**BANK ACCOUNTING:** - Create a House Bank, Assign G/L Via House Bank, Repayment to Vendor, posting key & Posting Rules, Create & Assign Business Transaction.

**CONTROLLING** :- Maintaining Controlling Area, Integration & Creation of Profit Center & Cost Center.

**GOOD & SERVICE TAX**: - Configuring of Condition Tax, Maintain Tax Code, Assign Country to Calculation Procedure, Jurisdiction Code Structure, Allow Tax Code for Non-Taxable Transaction.

**DIRECT TAX**: - Configuration of Withholding Tax, Configuration of Cross Application Component, Withholding Tax Codes, Calculation Procedures, Company Code, Reporting, Creation a Vendor Invoice with TDS, Payment and Check Reporting.

**INTEGRATION**: - FI-MM.

**Skills:**

- Microsoft.
- SAP (Learning).
- Tally ERP 9
- Internet and Basic knowledge.

**KEY STRENGTHS:**

- Ability to work independently as well as in team environment.
- Ability to build motivation.
- Excellent interpersonal skills with ability to interact with Management, staff and Clients at all levels.
- Capability to work for long hours dedicated, determined, punctual and disciplined.
- Excellent analytical, quick learning and problem solving skills with desire to work in a team oriented environment.
- Having good team spirit, positive thinking, goal oriented, adaptive to changes and high Interpersonal skills.
- Positive approach thinking.

**PERSONAL DETAILS:**

- Date of Birth : 22 Jan 2001
- Nationality : Indian
- Father's Name : Purushottam kumar
- Language known : English, Hindi
- Marital Status : Single

**Declaration:**

The above mentioned information is true and correct to the best of my knowledge and belief. If I am selected and given a chance to serve in your esteemed organization I shall prove my best an ability to the entire satisfaction of my superiors.

**Ready to join within a week or as soon as you want.**

Place: NEW DELHI

Yours Faithfully :

Date: