

Curriculum Vitae

RAHUL

(Account Executive)



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K-Block House No. 1415 Gali No. 17 Sangam Vihar
New Delhi 110080



WORK EXPERIENCE

4.3 Years

Career Objective

To secure a suitable position towards a successful carrier utilized my experience and education in overall success of company and professional growth based on performance, emphasis on hard work and to derived satisfaction from it.



Education Qualification

EXAMINATION	UNIVERSITY/INSTITUTE	YEAR	MARKS (%)
B.Com (Prog.)	Delhi University_(SOL)	2019	56
Class XII	C.B.S.E New Delhi	2016	82
Class X	C.B.S.E New Delhi	2014	70



Professional Experience



Amit Rajendra & Co.

(Chartered Accountants)

(Account Executive)

<Since Feb. 2017 to Sep. 2018>



Aditi Associates

(Account Executive)

<Since Sep 2018 to Jun 2020>



S. N. Nanda & Co.

(Chartered Accountants)

(Account Executive)

<Since Aug 2020 to Jun 2021>

Bookkeeping

- Maintain books of accounts of all types of entities.
- Voucher Preparation (Payment, Receipt, & JV etc.)
- Feeding of Bank Payment & Receipt Vouchers and Updating Daily Bank Positions for managing essential funds situation.
- Cash arrangement from banks as per weekly requirement. Reviewing & Verifying the Cash Expenses.
- Bank Reconciliation.
- TDS Payable & TDS Receivable Reconciliation.
- Accounts Payable & Accounts Receivable Reconciliation.

Direct Taxation:

- Preparing of ITR & Computation (ITR 1 to ITR 7)
- Filing of Income Tax Return (ITR 1 to ITR 7)
- Preparing & Filing of TDS Return (24Q & 26Q & 26QB & 26QC & 26QD)
- Payment of Income Tax & Advance Tax & TDS Challan
- Filing of Tax Audit and Others Form (3CA-3CD, 3CB-3CD, Etc.)

Indirect Taxation:

- GST Registration
- Preparing & Filing Monthly/Quarterly Return GSTR-1 & GSTR-3B & CMP 08 & GST 4
- Preparing GST Annual Return GSTR 9 & GSTR 9A & GST 9C
- Reconciliation of Books VS Portal (GSTR 3B Vs GSTR 1 Vs Books).
- Reconciliation of Books VS Portal (GSTR 3B Vs GSTR 2A Vs Books).

Physical Verification Audits:

- Power Grid Corporation of India Limited



Software & Application Skills

- **Accounting Package:** Tally ERP 9, Busy Accounting, QuickBooks.
- **Taxation Package:** Genius (For Income Tax, TDS & Tax Audit), Computax (For Income Tax), Spectrum (For Income Tax)



Languages

- Hindi
- English



Personal Interests

- Beatboxing
- Surfing Internet
- Dancing
- Listing Raps



Personal Details

Date of Birth	:	02-April-1999
Father's Name	:	Mr. Om Prakash
Sex	:	Male
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Hindu

Declaration

I, Rahul, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date:

Place: New Delhi

(Rahul)