**CURRICULUM VITA**

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**Mahesh Chand Kandwal**

**D-174F, Sector -11 Vijay Nagar Ghaziabad**

**Uttar Pradesh 201009India.**

**E-mail: Kmaheshchand12@gmail.com**

**Mob: 9818790070**

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| \*Objective |

Seeking a career in an Accountsfirm, where I can optimally utilize my skills expertise in Accounts firm fields and contribute to the maximum in achieving the Long-term Goals of the Organization while enhancing my own skills and reach the Accountszenith of excellence.

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| **\*Over All3Year Experience** |

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| **\*Brief Summary of Experience** |
| 1: - Company's Name- **Electronica Semiconductors Pvt. Ltd..**  Location - **GreaterNoida**  Designation - Astt. Accounts Manager  Duration - **July-17 to Till Date.**   |  |  | | --- | --- | | 01 | Prepare GST Return | | 02 | Preparing sales report & Annexure on monthly basis. | | 03 | Issue and deposit Form Eway Bill Online. | | 04 | Handling the customer and stock movement activities. | | 05 | Preparing MIS Report on weekly & monthly basis for management | | 06 | Maintaining record of sale tax Form just like Form “38” , “C” and “F” etc. | | 07 | Follow up with customer and resolve the customer / department issue. | | 08 | Record Maintenance and Filling. | | 09 | Checking Invoices and sales summery time to time. | | 10 | Handled petty cash and other work related Expenses. |   **\*Brief Summary of Experience** |
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2: - Company's Name- **Straightline Construction.**

Location - **Noida**

Designation - **Accounts Executive**

Duration - **April-15to June 2017.**

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| 01 | Sales Tax Work includes preparation of Monthly / Quarterly Sales Tax Challan& Sales Tax Returns. |
| 02 | Preparing sales report & Annexure on monthly basis. |
| 03 | Issue and deposit Form “38”, “C” and “F” from sale tax department and Online. |
| 04 | Handling the customer and stock movement activities. |
| 05 | Preparing MIS Report on weekly & monthly basis for management |
| 06 | Maintaining record of sale tax Form just like Form “38” , “C” and “F” etc. |
| 07 | Follow up with customer and resolve the customer / department issue. |
| 08 | Record Maintenance and Filling. |
| 09 | Checking Invoices and sales summery time to time. |
| 10 | Handled petty cash and other work related Expenses. |

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| **\*Brief Summary of Experience** |

3: - Company's Name - **M.K.Chopra & Associates (Tax Advocate).**

Designation - **Accounts Assistance**

Duration - 1.7 **Years (Aug-13 to Mar-15).**

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| **\*Brief Summary of Experience** |

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| 01 | Maintain books of Accounts Manual and Computerize as well. |  |
| 02 | Preparing Sale Tax Return and Challan activities |  |
| 03 | Operate Tally 4.5, 5.4 and tally ERP 9, software. |  |
| 04 | Preparing Sale Tax case. |  |
| 05 | Bank Reconciliation. |  |
| 06 | Party’s Accounts reconciliation. |  |
| 07 | Handling Issue and deposit all Form’s from sale tax department. |  |
| 08 | Knowledge about TDS. |  |
| 09 | Handling Departmental work of sale tax. |  |

**\*Brief Summary of Experience**

4: - Company's Name- **ABN Distributors (Printing)**

Designation - **Computer Operator**

Duration - 2.6**Years (Jan-11 to July-13).**

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| **\*Professional Skills:** |

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| 1 | Computer Application |
| 2 | MS –Office |
| 3 | Tally 4.5 , 5.4 and ERP-9 |
| 4 | Legal Document |

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| **\*Academic Qualification:** |

**1:- B.A. PassedFrom C.C.S. University Meerut 2016.**

**2:- 12th Passed From U.P Board 2010**

**3:- 10th Passed From U.P Board 2007**

**4:- MBA Passed From from Subharti University.**

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| **Strengths:** |

1:- Analytical andproblem easily solving skills.

2:- Devotion & dedication is my strengths.

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| **\*Personal Details:** |

Name Mahesh Chand Kandwal

Father’s Name Shrichand Kandwal

Date of Birth 12th-Jan.-1992

Marital Status Unmarried

Nationality Indian

Residential Address D-174/f, Sector-11, Vijay Nagar Ghaziabad

Hobbies Playing Cricket

**Mobile No 9818790070**

I hereby declare that the above information and statements made are correct to the best of my knowledge.

**Date…………**

**Place………**

**(Mahesh chand)**