**Curriculum-vitae**

**Sandeep**

**Address**-C.N-1690 Khilona farm suraj bhawan

Chhattarpur main road New Delhi-110074

**Mobile**- 8383813391, 8802163584 **Email ID**-skyv2095@gmail.com

**Career Objective:**

***To excel in my profession by increasing the sphere of my knowledge, improving the quality of work through experience, constantly redefining my skills and building a mutually beneficial association with the organization to pursue my career aspirations.***

**Educational Qualifications:**

**Standard** **:** 10+2 (CBSE Board)

**Year of Passing**  **:**2013

**Standard**  **:** 10 (CBSE Board.)

**Year of Passing**  **:** 2011

**Standard :** **Pursuing B.com 3rd year (IGNOU)**

**Additional Qualifications:**

Diploma in computer application (DCA, Word, Excel)

Diploma in financial accounting (Tally9.0)

CCC certification from NIELIT

**Experience**

Two years & Eleven months experience in **ASIAN PUBLIC SCHOOL.** in Sohna (Daulha,Harchandpur) Gurugram as an Accountant (duration of work, from 01/11/2016 to 20/09/2019.)

* Day to day accounting entries pass in tally erp9.
* Preparation of Bank Reconciliation on Weekly Basis..
* Venders Outstanding Payment Report on Monthly Basis.
* Students fees collection report on daily basic.
* Maintain data of MIS report on online site.
* Maintain data of more than 1200 No. of students. (tc report , students fees collection report, admission report ,etc.)
* Preparing of EPF ECR, ESIC MC, challans etc.(working on epf & esic portal relatedesic, epf of all employee)
* Maintain all the records of all employees.
* Preparing PF. withdrawal forms & ESI card of the employees.
* Payment of all vendor’s, & official expenses.

One year experience in **DSS SECURITECH PVT LTD.**in Ghitorni New Delhi as an Accountant (duration of work, from 01/09/2015 to 31/10/2016)

* Day to day accounting in tally.erp9
* Bank reconciliation monthly basis.
* Monthly Invoice generate to all clients.
* Petty Cash Books.
* Vehicle report maintain (through gps trackers)
* Follow-up to debtor’s for payment.
* Preparation of Debtor’s Statement on Monthly Basis.
* Preparing PF. withdrawal forms & ESI card of the employees.
* Payment of all vendor’s, & official expenses.

Two Year & two Month experience in **Raghav Consultant (Tax & Accounting)** in FatehpurBeri,New Delhi as an Account executive(duration of work from 01/07/2013 to 31/08/2015)

* Preparation of Bank Reconciliation on Monthly Basis.
* Preparation of Debtor’s Statement on Monthly Basis.
* Day to Day Accounting Entries in Tally ERP 9
* Bank Reconciliation.
* Making of Bills to the Party.
* Online Sale tax return, Service tax.

Previous Salary: - 22000/-

**Personal Profile:**

**Name: :**Sandeep

**Date of Birth** **:**11 Mar. 1996

**Father’s Name** : Shri Late. Babu yadav

**Permanent Address** : C.N-1690 khilona farm suraj bhawan , chhattarpur main road new delhi-110074

**Hobbies** **:** Listening to music, watching movies, playing cricket & games.

**Strengths** **:** Quick Learner, Industrious, Flexible, Energetic.

**Declaration *“I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.”***

**Date:**

**Place: New Delhi Sandeep**