**Yatin Gaur  
**



+918851594183



asyatin444@gmail.com

**ABOUT ME**

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.



**Career Objective**

To associate myself with a reputed organization & utilize myself as a resource for all kind of challenging jobs by upgrading my knowledge and skills time to time



**Skills**

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| --- | --- |
| * Tally ERP (Enterprise Resource Planning) software * Accounting operations professional * Invoice coding familiarity * Strong communication skills * Account reconciliation specialist * Advanced bookkeeping skills   Self-motivated professional | * MS Office Suite * Financial reporting specialist * Tax accounting specialization * Cash flow analysis * Accounting procedures consultant * Superior attention to detail * Budget analysis   Data trending knowledge |



**Work Experience**

Apr 2015 – Current  
**Accounts Executive**  
Jain Sanjay & Company  
Delhi

Sep-2018-Current  
**Accounts Executive**R Bhargava Associates  
Delhi

Highly analytical, results-driven accounting specialist who works quickly and accurately under tight deadlines.  Trustworthy Accounts Executive with over 2 years in financial statement preparation and general ledger activity and focused on honoring company ethics and preserving confidentiality.

|  |  |
| --- | --- |
| * GST, TDS, IT Return Filling * Filed tax returns and prepared governmental reports in compliance with strict standards. * ROC Compliances * Making Financials of Companies * Analyzed monthly balance sheet accounts for corporate reporting. | * Generated financial statements and facilitated account closing procedures each month. * Maintained integrity of general ledger, including the chart of accounts. * Compiled general ledger entries on a short schedule with nearly 100% accuracy.. * Modified a comprehensive financial reporting package to reflect growing organizational complexity. |



**Education**

**MBA (Taxation),**  
1st Year  
Symbosis

**M.Com**

Graduated, Nov 2018IGNOU

**B.Com**

Graduated, Nov 2016School of Open Learning   
Delhi University



**Personal Details**

Father’s Name: Mr. Ram Prakash Sharma Marital Status: Single  
Birthday: August 28, 1995 Nationality: Indian  
Gender: Male Languages: Hindi and English  
Hobbies: Listening Music and Sports

**Declaration**

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

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Yatin Gaur New Delhi