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|  | 🞂AKASH JAIN  **Address:** H No.189, Street No.7B, Prem Nagar,  Karawal Nagar, Delhi-110094  **Phone:** 9654769273  **E-mail:** jnakash95@gmail.com. |

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|  | Objectives  To work in a challenging and growth oriented environment, unifying my progress with the team and organization& give me the opportunity to learn, grow, and enhance my skills, knowledge and create value in the organization.  Education   * Pursuing M.com from IGNOU * CS Executive Dropped out * B.com passed from Delhi university. * 12th passed from CBSE in 2012 * 10th passed from CBSE in 2010   **Quality and Strength**   * Amiable nature with demand of time & career. * An honest performance towards responsibilities and quality service     Work Experience   * .Currently Working Experience of 1.5 year in the field of accounts in Smooth motors In Daryganj, As Accounts Executive post.   **Work Experience Summary.**   * Knowledge about GST Form 3B, GSTR-1, GSTR-2 and GSTR-9. * Prepare, finalize & filing of Gstr-1,Gstr-3 & Gstr-9 & Gst Registration. * Preparing of GST Reconciliation Sheet with Gstr- 2A from Gst portal. * Entries of cash Book, Sales Bills & Purchase Bills etc. * Bank Reconciliation & ledger Account Reconciliation. * Prepare, Finalize & Filing of Income Tax Return of Individuals. * Prepare & Finalization of Balance Sheet of Individuals. * Preparation of E way bill. * Preparation & Filing of Tds Returns Form 24Q & 26Q From Computax Software &Tds utility. * Can Generate Tds Certificate Form16,16A & can make request for Justification Report & Conso File. * Had Finalize 2 tax audit & had Filed with 3cd form of a Professionals Having Professional Receipts of more than 50 lakhs.   **Work Experience in Previous organization**.   * Working Experience of 11month In CA Firm-PUNEET ZAROO & ASSOCIATES CHARTED ACCOUNTANTS in Mayur vihar phase-1. * Working Experience of 8 month in CA Firm –SANJAY MALIK &ASSOCIATES CHARTED ACCOUNTANTS. IN ASHOK VIHAR & GHANDHI NAGAR.   **Computer Proficiency**   * Proficient with the use of Tally ERP 9 and Computax Software. * Hands-on experience with Microsoft Windows and MS Word & MS Excel.   Hobbies   * Watching football & cricket , listening music and singing.   Personal Profile  Father’s Name :Mr. Praveen Jain  Date Of Birth :17-December-1995  Marital Status :Unmarried  Languages :English and Hindi  Nationality :Indian  Sex :Male  **Declaration**  I hereby declare that the information given above is true to best of my knowledge. If given a chance, I will try my best to come true to your aspiration and will prove my mettle in most trying situations. |
|  | **PLACE : DELHI Akash Jain** |

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