# **Untitled.png ABHISHEK JAIN**

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Firozabad, Uttar Pradesh.

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| **Carrier Sketch** |

**Intend to build a career with corporate of hi-tech environment with committed & dedicated people, which will help me to groom myself fully & willing to work as a key player in challenging & creative environment.**

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| **Educational Qualification** |

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| **Qualification** | **University/Board** | **Year** | **Division** |
| Preparation of LLB | DBRA University, Agra | 2018 | Running |
| Bachelors in Commerce | DBRA University, Agra | 2013-2016 | 2nd |
| 12th | UP Board | 2013 | 2nd |
| 10th | UP Board | 2011 | 2nd |

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| **Key Skills** |

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| --- | --- | --- | --- | --- |
| **Accounting** | **GST** | **Taxation** | **Marg Software** | **Tally Software** |

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| **Bank Reconciliation** | **Income Tax** | **Balance Sheet** | **Hindi & English Typing** | **Word** |

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| **Excle** | **Internet** | **TDS** | **Trading & Profit and Loss Account** | **M.S. Office** |

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| **Employment Scan** |

**1. Current Job:-**

Presently working with **MEDIESSENCE LIFEGLUE PVT. LTD**, Firozabad since May 2018 as an **Accountant.**

**Job Description:-**

* Maintain the inventory stock record in Tally & Marg Software.
* Maintain the records of sales & purchases.
* Prepare purchase order & sale demand.
* Maintain the record of material issue & received (D/N & C/N).
* Maintain the Profit & Loss a/c and balance sheet.
* Maintain the record of Party’s NEFT & RTGS.
* Maintain the record of GSTR 3B & GSTR 1.
* Reconciliation of Debtors, Creditors & Banks.

**2. Current Job:-**

Presently working with **JAN KALYANAM MEDICAL POINT**, Firozabad since Nov 2017 as an **Accountant.**

**Job Description:-**

Maintain the inventory stock record in Tally & Marg Software.

Maintain the records of sales & purchases.

Prepare purchase order & sale demand.

Maintain the record of material issue & received (D/N & C/N).

Maintain the Profit & Loss a/c and balance sheet.

Maintain the record of Party’s NEFT & RTGS.

Maintain the record of GSTR 3B & GSTR 1.

Reconciliation of Debtors, Creditors & Banks

**3. Previous Experiences:-**

Presently working with **M.C. SONS, Agra** since March 2015 as an **Accountant.**

**Job Description:-**

* Maintain the inventory stock record in Tally & manual.
* Maintain the records of sales & purchases.
* Prepare purchase order.
* Maintain the record of material issue & received.
* Received the material against Purchase Order.
* Maintain the record of Contractors.

**4. Previous Experiences:-**

One year experience with **Amit Enterprises, Firozabad** as a **Tally Executive.**

**Job Description:-**

* Maintain the inventory stock record in Tally.
* Maintain the records of sales & purchases.
* Maintain the record of material issue & received (D/N & C/N).
* Maintain the Profit & Loss a/c.
* Reconciliation of Debtors, Creditors & Banks

**Certifications**

* Tally 9.0 & ERP from Computer Carrier, Firozabad.

**Skill Set**

=> Enhancing organizational efficiencies and operational using technical and interpersonal skills.

=> Recognized for outstanding job performance, reliability, multi-task skills, efficiency, accuracy, speed and timely completion of all assignments.

**Personal Profile**

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| **Gender** | Male |
| **Date Of Birth** | 27th Janaury, 1995 |
| **Father’s Name** | Shri Pradeep Jain |
| **Lnaguages Known** | Hindi, English |
| **Marital Status** | Unmarried |
| **Nationality** | Indian |

**Declaration:-**

I, hereby declare that all the information provided is true to the best of my knowledge and belief.

**Date………………**

**Signature:**

**Place……………...**