RESUME

ANKIT MAHESHWARI

B-227/5, RAM GALI,

Gali No.7, ASHOK NAGAR,

P.O NAND NAGRI, DELHI-93

Mobile: 9675279146

E-mail maheshwariankit8@gmail.com

CAREER OBJECTIVE:

I want to make full use of caliber as Reader and Writer where my hard work and sincerity will utilized to the full potential

EDUCATION QUALFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Class | Board | Division |
| 1 | High School | U.P. Board, Allahabad | 2nd |
| 2 | Intermediate | U.P. Board, Allahabad | 2nd |
| 3 | B.Com | CCS University Meerut | 2nd |
| 4 | M.Com | CCS University Meerut | 2nd |

PROFESSIONAL QUALIFICATION:

* Basic Computer From NIIT
* Telly Erp 9.0
* Diploma in software engineering from NIIT
* Working Knowledge of ZOHO Books Accounting Software

Personal Profile:-

Father Name : Jagmohan Maheshwari

Date of Birth : 31 Jan 1988

Sex : Male

Nationality : Indian

Marital Status : Married

Languages Known : English & Hindi.

Hobbies : Reading News Paper

Working Experience:

* 6 Month experience as A Accountant in Renovision Automation Services Pvt. Ltd
* 2 Year experience as A Subordinate in BioMerieux India Private Limited (MNC) in a Secondary Sales Project
* Currently Working in MDG ASSOCIATES PVT. LTD. from April 2015 to till date

**During this tenure I have worked and gained knowledge in the following area:**

* Daily/Monthly bank reconciliation
* Accounting: Data Entry, Sale Entry, Purchase Entry, Bank Entry, Journal Entry.
* Cash Book Maintenance & Maintenance Cash Flow Fund Flow
* Cheque Entry & Cheque Reconcile, RTGS/NEFT work
* Reconcile of TDS, Service Tax, VAT/CST and Account Statement of Debtors/Creditors..
* Monthly deposit of TDS, Service Tax, VAT/CST
* E-Filling of TDS Return
* Good Knowledge in MS-Office & Tally Software ( 9.0, Tally ERP)
* Knowledge of GST & Filling GST Return

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DECLARATION:

Hope that the above mentioned information fits into your requirements and ultimately

I invite your kind co-operation for which I shall serve at the best of my possibilities.

Date: .....................

Place: …………….

(ANKIT MAHESHWARI)