**Naresh bairwa**

House no 272 block-E ,phass-5

Street no-10,aya nagar new delhi 110047

Email- bairwa.naresh734@gamil.com

Hand Held-**9911985204**

**OBJECTIVE :**

To work in an organization where I can contribute towards a long term objective, utilizing my skills and abilities to their full potential while at the same time learning and unifying with the organization.

**ACADEMIC QUALIFICATION :**

**Graduation**  B.COM(P) From Motilal Nehru collage (DU)

**Higher Secondary C**ommerce, G.B.S.S.School in Malviya nagar N.D 110017 **Secondary** G.B.S.S.School in Malviya nagar N.D 110017

**WORK EXPERIENCE:**

1. **Anuga Travel and Tours**. – **working as an Accountant from february 2015 to till date.**

Following are areas of work handled in the Co.

1. Voucher entry
2. Preparation & Issue of Invoices.
3. Maintenance of Varies ledger A/cs
4. Preparation & Maintenance of Cash Book
5. Preparation of Bank Reconciliation Statement.
6. Creditors Reconciliations and Party Reconciliation.
7. Compliance of TDS, Service Tax, VAT etc.

**IT Skills:**

Well versed with Windows, MS-Office, Basic Knowledge of Tally, Win yatra and Internet Applications.

Computer Diploma in Finance & Banking (Tally ERP9)

**PERSONAL DETAIL:**

**Date of Birth** 26 feb 1992

**Father’s Name** Mr. Brij lal

**Marital Status** Mairead

**Nationality** Indian

**Hobbies**  Reading Books

**Language Known**  Hindi, English

**I hereby declare that all the information provided here are correct to the best of my**

**knowledge.**

**DATE : ( NARESH BAIRWA )**