**RESUME**

**CHANDER SHEKHER**

H.No.Q-4/85 Mob. 9650957312

MANGOL PURI Email: [ravisingh3119@gmail.com](mailto:ravisingh3119@gmail.com)

New Delhi- 110083

**Career Synopsis:**

* 4 years of Working Experience in Accounting Domain.
* Experience in Tally ERP 9 & Busy and Online Returns.
* Preparation of Statutory Challan and Payment of GST.
* Compute Taxes and Prepare Tax Returns Like GST.
* Preparation of book of accounts Journal entries, Bills & Invoice in Tally ERP 9.

**Work Experience**

Current Employer – M.K. Singh & Associates (Taxation Firm), A-1/527, Sector-6, Rohini, New Delhi-110085. (Since 2015). Job Profile: Accounts Executive.

**Responsibility**

* GST as per different Rates, Entry in Tally ERP 9 & Busy.
* Preparation of GST Computation in Excel Sheet.
* Reconciliation of Bank A/c with Bank Statement in Tally ERP 9 on Monthly basis.
* Exporting DATA from Tally for preparation of Balance sheet.
* Working out the GST liability on monthly & quarterly basis after adjustment GST Input Tax Credit.
* Preparing GSTR 1 and GSTR 3B Report through Tally ERP 9 & Busy.

EDUCATIONAL & PROFESSIONAL QUALIFICATION

B.Com : SOL (UNIVERSITY of DELHI).

INTERMEDIATE : C.B.S.E.

HIGH SCHOOL : C.B.S.E.

Accounting Package : TALLY ERP9, BUSY.

Computer Literacy : MS Office, Windows 7, 8.1, 10, Internets, E-Mail.

Personal Profile

Father’s Name : VIRENDER KUMAR.

Date of Birth : 19th JULY 1996.

Gender : Male.

Nationality : Indian.

Marital Status : Unmarried.

Religion : Hindu.

Languages Known : English and Hindi.

DECLARATION

I hereby declare that the above information is true to best of my knowledge.

Date:

SIGN.

Place: **(CHANDER SHEKHER)**