**Chetan Raj**

**Moblie no.:-8368422442**

**Email Id:- chetanraaj22@gmail.com,**

**Objectives:**

* I Would Like to Work In such environment where I could get many opportunities to

Enhance my skills and willing to work as a Team Player in challenging and creative environment

**Academic Qualification:**

* Pursuing MBA from **Institute of Management Technology**.
* M.com from **Indira Gandhi National Open University**.
* B.com Graduate from Delhi **University** with 50 %.(2013-2016).
* 10+2 Passed from HBSE Board with 60 %. (2012-2013).
* 10th Passed from HBSE Board with 72 %. (2010-2011).
* Completed **CIA (Certified Industrial Accountant)** Course from **The Institute of Computer Accountant Kalkaji, New Delhi.**

**Professional Summary**

* Having 5+ years of experience in to Accounting and Finance.
* Hands on experience in monitoring day to day transactions & maintaining final accounts in accordance with the various amendments in the tax laws and Accounting Standards.
* Working knowledge on Busy 14 and Account packages **Tally ERP 9.0.**

**Work Experience:**

* **ACCOUNTS EXECUTIVE**

**INDOSPIRIT Distribution Ltd (Jan 2017 – May 2020) - Okhla(New Delhi)**

* **Responsibilities**
* Accounts receivable, Target sheet.
* Party Reconciliation, Bank Reconciliation.
* Tally entry, Cheque Collection.
* Credit Note Entry, bank Entry.
* Invoicing, Tally Erp9, Monthly Report, Monthly Expenses Sheet.
* GST billing, GST payment, GST Return details.
* Maintain TDS Details, TDS Payment.
* Monitoring of day to day transactions and verification of vouchers.
* Maintain TDS Details of Sub Contractors.
* Reconciliation of party accounts and scrutiny of General ledger, preparation of monthly Financials.
* Any other task required by the Management as per their requirement.
* Assisted junior accountants in preparing month end reports and monthly bank reconciliations.
* Communicating daily with Customer Support Centre functions - Buying, Retail, Finance & Distribution – to ensure effective control and operation of Delhi area
* **JUNIOR ACCOUNTANT**

**Netgains India Internet Pvt. Ltd (Dec 2015 – Jan 2017) - Ashram (New Delhi).**

* **Responsibilities**
* Bank Reconciliation, Vendor Reconciliation.
* Vendor Payment, Employee Salary Payment.
* Service Tax Report, Service Tax Payment &Return.
* TDS Reports, TDS Payment.
* Invoicing, Tally Erp9, Monthly Report, Monthly Expenses Sheet.
* Mailing, Reports, Daily Expenses Sheet.
* **DATA ENTRY OPERATOR**

**Motherson Sumi system Ltd (April 2013 -Dec 2014) - Faridabad(Haryana)**

* **Responsibilities**
* Monthly Reports, Employee Details, Mailing, Ms office
* Dvat (Vat payment, Details of vat, Excel Report)
* Bank Reconciliation, Vendor Payment,
* Entry, Purchase Order, Sale.
* Petty Cash Management.
* Generating Reports, updating Cash book.

**Advance Excel:**

* IF, AND, OR, REPLACE, UPPER, PROPER, LOWER
* INDEX with MATCH, VLOOKUP with MATCH, HLOOKUP with MATCH SUMIFS, COUNTIFS.
* SUM, MAX, MIN, AVERAGE, ROUND, MROUND, COUNT vs. COUNTA
* Pivot Table, Pivot chart, four charts.
* Advanced Filter, Filter.

**Tally ERP9**:

* Master (ledgers, Groups, Bill Wise Party Ledger), Payment voucher, Day Book, Receipt vouchers, Contra & Journal Voucher, Inventory Masters in Tally.
* Inventory, Cheque printing Configuration
* Bank Reconciliation Statement (BRS) & party reconciliation (PRS)
* Export, Import, Backup, Restore.
* Financial Reports (Trial Balance, P&L Accounts, Balance Sheet, Ratio Analysis)
* Service tax. (E-Filing of ST 3 Return), Dvat, TDS.
* Payroll on TALLY as well as on EXCEL.

**Indirect Taxation**:

* Preparation of Service Tax Returns.
* Registration under Service tax & Certificate (Form ST-1, ST-2)
* Preparation of Dvat Returns.
* Preparation of GST return.

**Computer Skills**:

* Good command in Accounting Software **Busy.**
* Ms Excel, Ms word, Ms PowerPoint, Ms Outlook.

**Personal Efficiency**:

* Keen sense of responsibility.
* Good understanding and quick learning capability.
* Punctual, Sincere, Hardworking and Creative.
* Self-Motivated and Focused.

**Personal Profile**:

Father’s Name : Mr. Pratap Singh

Mother’s Name : Mrs. Kanti Devi

Date of Birth : 16th Nov.1994

Permanent Address : House No-632/11 Shyam Colony, Sehatpur,

Faridabad, Haryana - 121003.

Contact No. : **8368422442, 8010502877**.

Marital Status : Unmarried.

Nationality : Indian.

Language : Hindi, English.

**Date**: **Signature of Applicant**:

**Place**: