**RESUME**

**AMIT KUMAR**

*H.No.4-G/1, Sant Ashram Road,*

*Rajpur Khurd Extn.*

*Chhattarpur New Delhi-68*

*Mob.: 9871880330*

*Email: amitkumar987188@gmail.com*

***Objective:***

* To continuously improve my efficiency & knowledge, so that I remain competitive for challenges ahead.

***Brief Overview:***

* More than 6 Months of experience as a Junior Account Assistant at CA firm.

**Professional Experience:**

* Day to Day Bank Transaction.
* Filing Monthly And Quarterly GST Return ( GST R1 , GST 3B).
* Basic Knowledge of TDS .
* Journal entries, account payable, account receivable.
* Sale Purchase and keeping all other entries.
* Bank Reconciliation.
* Preparation of Wages and Salary.
* Prepare Challan PF and ESIC Monthly.
* PF Withdrawal, kyc update of Employee, Prepare ECR etc.
* Take the ESIC Card and Number of employee.
* Update the Employee details Regarding Esic Card.

**Educational Qualification:**

* Passed B.COM from Delhi University 2019.
* 12th Passed From CBSE Board, Delhi in 2016.
* 10th Passed From CBSE Board, Delhi in 2014.

**Computer Skills:**

* MS-Office.
* Tally erp9.

**Personal Details:**

Name : Amit Kumar

Father’s Name : Balwinder Kumar

Date of Birth : 16.12.1997

Languages Known : Hindi, English

Salary Expected : Negotiable

Place:

Date:

***Signature***