**CURRICULUM VITAE**

**Anita Rawat** ☎9560911180

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**Objective**

[To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.](https://www.greatsampleresume.com/resume-objectives/accounting-resume-objectives/able-to-contribute-my-skill-knowledge-and-experience/)

**Academics**

➢ Graduated Bcom from SOL Delhi university

➢ 10+2 from C.B.S.E. Board (2013)

➢ 10th from C.C.E Board (2011)

**Work Experience**

* Currently Working With Holidays and Business Travels as a Accounts Executive since Aug’2019 to Till Date.
* working With Nishta Tours and travels as a Accounts Executive since Oct’2018 to Aug’2019 .
* working with Fastrip India Pvt Ltd as a Accounts Assistant with 02 years Since May’2016 to Aug’2018
* Working with CA Firm as a training since April’2015 to Jan’2016

**Job Responsibility In Holidays and Business Travels :-**

* Reconcile Bank statements.
* Prepare Trial Balance.
* Administer the accounts payable and Receivable function and maintain appropriate records.
* Check to ensure online bank account number of suppliers are set up accurately and all payments are properly authorized.
* Assist with pursuing overdue debtors.
* Prepare monthly GST returns and Payment submit .
* Process staff expense claims.
* Maintain cash book.
* Maintain Billing Sale and Purchase and send to client.
* Reconcile Party and vendor account.

**Technical** **Skills**

* Tally ERP 9
* Knowledge of computer
* Internet & E-mails
* Galileo
* Winyatra

**Personal** **Details**

Father’s Name : Date of Birth : Marital Status : Nationality : Language Known : Permanent Address :

Mr. Sukhbeer Singh

30-08-1994

Married

Indian

English &Hindi

M– 106/15, Saurabh Vihar,Hari Nagar Jaipur,Badarpur, New Delhi:110044

Hope I would be given chance to work under your kind control. Further I would do my best for you satisfaction.

**[Anita Rawat]**