

## **Objective:**

Looking forward to be associated with an organization where my skills and talent can be fully utilized and recognized concentrating simultaneously on the growth of both the organizational and personal fronts in **SAP End-User, Implementation, Development & Support.**



## **SAP SKILLS**

### **FINANCE:**

- Configuring and Customizing of Enterprise Structure, Financial Accounting Global Settings, General Ledger Accounting and Assignment of organizational Units Fiscal year, COA, Posting Period, Open & Close FI periods, Tolerance groups, Document types and number ranges.
- Configuring NEW G/L Concept, Document splitting. Maintaining number ranges for controlling area/ controlling documents.
- Knowledge on new GL account.
- Creation of G / L Accounts, Cash Journals, House banks and Maintaining Field Status Variant and Posting Keys.
- Configuring and Customizing Customer A/c Group, Customer master data, Vendor A/c Group, Vendor Master data.
- Creation of Customer/Vendor Accounts Groups, Number Ranges, and Customer/ Vendor Masters Creation.
- Vendor/Customer invoice posting, Credit memo, posting special G/L transactions (advances or down payment).
- Maintaining tolerance limits, payment terms, cash discount to Customers/Vendors.
- Configuring and Customizing Automatic Payment Program, house bank management, check management.
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## **PROFESSIONAL EXPERIENCE**

### **CA MOHIT JAIN & CO. – R K Ashram, New Delhi (Since 09-2020)**

- In depth knowledge of General Ledger Accounts creation.
- In depth knowledge of Accounts Payable and Accounts Receivable
- Independently maintain books of accounts, Sales Book, Purchase Book, Bank Records, Cash Book, Journal, etc .
- Prepared a variety of different reports and documents to ensure smooth operations.
- GST Return filing (GSTR 1, GSTR-3B, GSTR 9 & GSTR 9C), managing statutory compliances, accounts and records to be maintained under GST, input tax credit availed, output tax payable and paid.
- GST reconciliation & E-way Bill Generation.
- Responsible for high-level data mining and information gathering for monthly, quarterly, and annual reporting.



## TECHNICAL SKILLS

- ERP : SAP- **FI/CO** ECC 6.0 , S4 HANA 1809, Tally, Busy.
- Taxation : GST, Income Tax, TDS, TCS.
- Basic Skills : MS word, Excel, PowerPoint.

## KEY STRENGTHS

- Ability to work independently as well as in a team environment.
- Ability to build motivation.
- Excellent interpersonal skills with the ability to interact with Management, staff and clients at all levels.
- Capability to work for long hours dedicated, determined, punctual and disciplined.
- Excellent analytical, quick learning and problem-solving skills with a desire to work in a team-oriented environment.
- Having good team spirit, positive thinking, goal oriented, adaptive to changes and high Interpersonal skills.
- Having good presentation, written, oral communication skills and good problem solving skills.
- Positive approach thinking.



## ACADEMIC PROFILE

Completed B.com (Honors) 7.91 CGPA in the year 2022 from Delhi University, Delhi.

## PERSONAL DETAILS

- Date of Birth : 15-12-2001
- Nationality : Indian
- Language known : English, Hindi, Punjabi.
- Passport : Available.

Place:

Date:

Yours Faithfully