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|  |  | GUNJAN DHINGRA |  |  |
| Accounts Executive | | |  |
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| Professional Summary     Seeking an ambitious Career in a Growing Organization where acquired skills and education will be utilized towards continued growth and achievement. Working as Accounts Executive with implementation of effective business strategies to achieve revenue, profitability & growth. Having more than 5 years of experience in Accounts & Finance. Seeking a challenging, creative position by being a Resourceful contributor in a dynamic, growth oriented company. Currently in a role of Accounts Executive.     Experience      |  |  |  | | --- | --- | --- | | Jan 2021 - Apr 2022 |  | Accounts Executive  VIDHIK BUSINESS CONSULTANTS LLP, Ghaziabad   * Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports * Reconcile financial discrepancies by collecting and analyzing account information * Daily processing of received financial Intercompany Invoices - goods and services * Identification and resolution of issues when posting invoices and correction of postings * Experience in handling petty cash, preparing vouchers, and accounts payable * Perform end-to-end GL procedures including balance sheet, fixed assets and intercompany reconciliation, month end closing activities and payments preparation * Preparation and posting journal entries * Filing of GST Returns GSTR-1, GSTR-3B, GSTR-6 and annual return |  |  |  |  | | --- | --- | --- | | Jun 2019 - Dec 2020 |  | Accounts Executive  RELIABLE LAW SOLUTIONS, Ghaziabad   * Verify, allocate, post, and reconcile transactions * Document financial transactions by entering account information * Support month-end and year-end close process * Plan, assign, and review staff's work * Analyze financial information and summarize financial status * Substantiates financial transactions by auditing documents |  |  |  |  | | --- | --- | --- | | Feb 2017 - Feb 2019 |  | Accountant  PARITY COMPUTERS, Ghaziabad   * Reconcile accounts payable and receivable * Generating invoices and account statements * Manage all accounting transactions * Ensure timely bank payments * Handle monthly, quarterly and annual closings * Communicate effectively with clients * Receive, record, and bank cash, checks, and vouchers. | |  |  | Education     Dec 2020  **Bachelor Of Commerce** **In** **Commerce**  Indira Gandhi National Open University,  New Delhi, New Delhi  Mar 2016  **High School Diploma**  Intermediate,  Ghaziabad, Uttar Pradesh  Mar 2014  **High School Diploma**  Matriculation,  Ghaziabad, Uttar Pradesh |

   Skills   

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| * Microsoft- Excel, PowerPoint & Word | * Account and Ledger Reconciliations |
| * Intercompany Reconciliations | * Accounts Payable and Accounts Receivable |
| * Financial Accounting | * Accounting Software Systems |
| * Journal Entry Preparation | * Monthly and Annual Journal Entries |
| * Processing Checks and Invoices | * Account Reconciliation Processes |

   Languages   

* Hindi and English

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