

Bharat
H.No. 8 SUNNY ENCLAVE SECTOR 123 S.A.S NAGAR MOHALI
Mohali-140308
E-mail Id: Avirana793@gmail.com
Contact#7015045315

Career Objective:

To Co-ordinate with senior and fellow colleagues to attain the organizational goals. I have the ambition to attain growth in my career with honestly, truthfully, and dedication, by executing the duties entrusted to me.

Professional Experience:

- Worked as Accountant in Sunil Papneja & Associates from Dec'2014 to april 2021
- Worked as Sr. Executive in ZRS SILICA CHEMS PVT LTD from May 2021 To May 2023

Profile: Overnite Express Ltd

- Preparation Profit & Loss A/c
- Maintain Books of Accounts.
- Cash Handling
- Cash Books maintain and Cash Report Send to corporate office daily Basis.
- Preparation of Voucher & Pay-In-Slip
- Reconciliation of Imp rest Accounts
- Reconciliation receivables & payable accounts
- Vendor Bills checking and process for Cheque and NEFT
- Maintain the Ledger of TDS
- Reconciliation of Branch Accounting.
- Maintain All Accounting voucher entry,
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors,
- Maintain day to day Accounts & reporting Corporate office on time to time,

Educational Qualification:

- B.Com from Guru Nanak Khalsa college 2013
- I2 th from HBSE Board
- 10th from HBSE Board
- WIN-98,,XP, Vista, Windows 7
- **Office Packages** MS-Office & Open Office Org
- Knowledge of Tally7.2 & 9.0 ERP & ERP PRIME Busy Software

Specialty

- Trading organization
- Manufacturing organization
- Payroll
- Income tax & Gst Reconciliation & Returns
- Knowledge of Sales Tax, TDS, Excise, Service Tax

Achievements

- Employee of the quarter
- Employee of the year 2016

Ability and strength

- I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake.
- My strongest assets I believe in my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure

Personal Details:

- **Father's Name:** Sh.Rajesh Kumar
- **Permanent Add:** H.No. 8 SUNNY ENCLAVE SECTOR 123 S.A.S NAGAR MOHALI
- **Date of Birth:** 17/03/1995
- **Language:** English, Hindi
- **Nationality:** Indian
- **Marital Status:** married
- **Hobbies:** Playing Cricket
- **Personal Traits:** Self Confident, Enthusiastic, Motivate to other people and good in public relations.

I hereby solemnly declare that the information above furnished is correct to the best of my knowledge and belief.

DATE:

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(BHARAT)