

CURRICULUM VIATE

ATUL BHARTI

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Personal Details

- Date of Birth : 14th June 1996
- Nationality : Indian
- Gender : Male
- Marital Status : Single
- Hobbies : Drawing, Sketching

Career Objective

To work on a challenging job profile which provides an opportunity to enhance my technical skills & knowledge, This could provide me an insight into new aspects so that it would be helpful for my career.

Work Experience

- **Working as Senior Accounts Executive as Hero E-Cycle Pvt. Ltd (c/o Hero Cycles Ltd.) at Dhanansu village, Ludhiana. Job responsibility is given below:-**
 - Filing of GST refund in Inverted Duty Structure.
- **Worked as Accounts executive and GST Executive at Eastman Industries Ltd, focal point phase-v Ldh, Since August 2021 to Oct 2023. Here my job responsibilities are given below:-**
 - Data entry of shipping, freight bills, General Expenses, Foreign receipt & payment entries.
 - Raised Sale Invoices of MEIS License, Rodtep, Sale of scrap, Prepare E-way bills and Do e-invoicing of them.
 - All Types of Reconciliation like Vendors Reconciliation, Banks Reconciliation and GST Reconciliation of Books with 2A/2B, Import Reconciliation.
 - Prepare detail of TDS & TCS detail for deposit. Create challans of TDS & Advance Tax, Payment of Custom Duty, ESI, EPF & GST RCM.
 - Prepare data of GSTR-1 & GST 3B and filed them after getting approval from HOD.
 - Follow up with concerned persons for to do amendment in GST returns for clear mismatches & take necessary actions against them for resolve GST related queries.
 - Prepare Job work data for ITC-04 for filed the return.
 - Visit GST Department as per requirement. For submission of reply of notice and data for audit purpose.
 - Prepare Audit data related for ISO & 5S.
 - Working in account finalization assigned by senior's authorities.
 - Monitoring & implementation of Gst Compliances within organization.

- **Worked as Accounts Executive at Ceigall India Ltd. since April 2021 to July 2021.**
 - Authorization of Purchase Vouchers, Payment Vouchers, Journal Vouchers.
 - Reconciliations of Vendors payments & Prepare payable Balances as per Site Wise Location.
- **Worked as assistant accountant at Goyal Automotive Pvt. Ltd since Dec 2019 to March 2021.The duty performed by me are given below-**
 - ❖ Maintain books of accounts by punching of purchase vouchers receipts, payments vouchers
 - ❖ Raised sale invoices, E-invoicing & make e-way Bills
 - ❖ Bank Reconciliation, Vendor Reconciliation & prepare cheques of vendor after reconciliation and getting approval from MD Sir.
 - ❖ Manage cash counter and collect cash from customers & issue gate pass of vehicles.
 - ❖ Daily adjustment entries prepare data of TDS returns and other job duties assigned by seniors.
- **Worked as assistant in Accounts Dept. at SEL manufacturing Co. Ltd Since Feb 2018 to Oct 2019.**
 - At there I entered purchase, Sale ,Receipt, Payment, Imprest vouchers & Other accounting entries,
 - Make BRS statement & Prepare GST Return data and prepare cheques of vendors.

Education

Qualification	Board/University	Passing Year	Percentage
B.com (Bachelor of Commerce)	Panjab University, Chandigarh	2016-17	64.18%
Intermediate	Punjab School Education Board(PSEB)	2013-14	78.44%
High School	Punjab School Education Board(PSEB)	2011-12	78%

Technical Profile

I have also done Master Diploma in Computer Information & System Management, which is certified by An ISO 9001:2000 Certified Education. In which I learned-

- Uses of Basic Computer Applications like different types of operating System Windows 2000/XP/Windows 7, Windows 10 & Window 11.
- MS-Office (Word+ Advance Excel with Macro +Power point).
- VBA (Visual Basic for Application) Programming language in MS-Office.
- Well versed knowledge of Google Sheets & ChatGPT.
- All types of Tally ERP versions.
- Designing Software like Adobe Photoshop, Corel Draw, Web Designing Tools & CSS.

Strength

- ❖ Work with positive attitude to contribute the healthy functioning of the organization.
- ❖ Self-Confident and Great Patience.
- ❖ Adaptability to change environment.

Date:

Signature