

**Curriculum Vitae of Shivam Kumar Rajput**  
Mob. 7838792986 E-Mail: [tikaramshivam@gmail.com](mailto:tikaramshivam@gmail.com)

**Academic Qualifications**

M. Com from IGNOU, Delhi in 2022.  
Obtained First Division with 63.75%

B.Com from Delhi University (Sri Aurobindo College) in 2015.  
Obtained First Division with 64.44%

**Computer Proficiency**

Well versed in windows, MS Office – Word, Excel, Internet, Tally Prime & Software CBS & CRM.

**Work Experience:**                      6 years

**Key Responsibilities**

- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation of total turnover.
- Bank, Debtors & Creditors Reconciliation.
- Maintain cash transaction & petty cash book, preparing cash.
- Handling day to day cash & bank transactions.
- Preparing outstanding list of Debtor, creditors & making Payment follow-up.
- Preparing of Tax invoices, Vouchers related to all vendors & official expenses.
- Collecting information from clients, such as income and expenses, to calculate taxes owed.
- Ensuring that tax returns are filed on time and that client needs are met.
- Checking for clerical errors and representing clients during audits to ensure the accuracy of their tax returns.
- Timely filing of Tax Return – GST & TDS.
- To assist seniors in finalization of accounts.

**Employments**

At present working with **M/s Rajeev Kumar & Company**, Noida (Tax Consultant of Direct and Indirect Taxes including GST, TDS, Income Tax and Accounting Work etc.) as an **Accounts Executive** from March - 2019 to till date.

Associated with **M/s Muthoot Finance** as an **Accounts Assistant** from April - 2018 to December - 2018.

**Remuneration**

CTC Expected : Negotiable

**Personal Details**

Father's Name : Shri Om Prakash  
Date of birth : 18-06-1996  
Marital status : Single  
Nationality : Indian  
Language known : Hindi & English  
Address : B-30/2, Tigri Extension, Block -A & B  
New Delhi - 110062.

At the end, I may assure you if given an opportunity to serve under your kind control, I would certainly discharge my duties to your utmost satisfactions.

**Shivam Kumar Rajput**