



CURRICULUM VITAE

Aakash

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Profile Summary

- A Dependable, experienced and focused accounting professional. Strong interpersonal communication and good learning skills. Ability to work under tight deadlines.



Education

- 10th passed from U.K board 2014
- 12th passed from U.K Board 2016
- B.com passed from Mahatma Jyotiba Phule Rohilkhand University, Bareilly.



IT Skill

- Well versed with MS Office, MS excel, Gst Portal, Internet Applications, etc.
- Accounting Software: - Tally.ERP 9, Tally Prime 2.0



Career Timeline

Current Organization: Singh Associate, Kashipur

Tenure: effect from Sep -2020 to till date

Job Title: Assistant Accountant



Area of Excellence

Accounts & Taxation



Soft Skills



Team Leading



Results Oriented



Analytical



Communicator



Work Experience

1. Associated with Singh Associate from Sep 2020 to Mid July 2024.

- Data entry of Journal Voucher, Cash Voucher, Bank Voucher.
- Prepare Tax Invoice & Record Purchase Invoice on day to day basis.
- Prepare Sales and Purchase order.
- Prepare Cash and Bank book and make Bank reconciliation on day to day basis.
- Prepare Customer and Vendor account reconciliation month wise and ensure that receipt/payments are on time.
- Maintain Stock register of Input Material, Stores and spares and Finished Goods.
- Preparing Monthly Expense provision for month closing.
- Prepare Sale Return month basis.
- Prepare data for quarterly financial reports and reviewed and analysis with seniors.

2. Currently Job

Singhal Spintex pvt Ltd. from 28-08-2024 as an Account Executive.



Personal Details

Date of Birth: 15 -02 -1998

Languages Known: Hindi, English

Permanent Address: Ward Number 09 Khadakpur Devipura, kashipur U.S Nagar, Pin Code -244713

Marital Status: Single

Notice Period: 30 Days

Expected CTC: Negotiable

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:_____

Place:_____

Signature

(Akash)