CURRICULUM VIATE

**TARUN SUNDRIYAL**

Address:M00-3, Aruna Appt, I.P Extension Patparganj Delhi-110092 Mail:Tarunsd24@gmail.com

**Career Objective**

**To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work**

**Professional Qualification**

* **CIA+ (Certified Industrial Accountant) From ICA-Institute of computer Accountants**

**Educational Qualification**

* **Bachelor of commerce (B.Com) From Delhi University**
* **Secondary Education (CBSE) 2010**
* **Senior Secondary Education (SOL) 2013**

**Organizational Experience**

* **Worked as an Accounts trainee for B.D Gaur Associates Mayapuri Industrial Area Ph-2 Delhi-110064**
* **Worked for 1.5 Year as an Accounts** **assistant for Fidelity Professional Services Sec-8, Noida-201301**
* **Worked for 1.3 Year as an Accounting associate for Vinove Software & Services Pvt.Ltd 101,Infinity Business Park,Plot H-221 Sector 63,Noida Uttar Pradesh-201307**

**Work Experience & Technical Skills**

* **Book Keeping (Maintaining financial records along with Documentation, Preparing Journal Entries, Reconciling Debtors, Creditors, Banking, General ledger, Stock maintenance, Payroll accounting & assisting in Finalization)**
* **Goods & Services Tax (GST) along with Return Filing & GST Refund**
* **TDS (Salary & Non-Salary) Challan Submission, Calculation, Return Preparation & Quarterly Return Filing**
* **Compliance like ESI (Employees State Insurance) & EPF (Employees Provident Fund) with Return Filing**
* **Softex Compliances Monthly Form Filing**
* **Accounting Software (Tally ERP, Busy) & Microsoft Office**

**Core Competencies**

* **Team work abilities**
* **Sincerity & Positive attitude**

**Personal Details**

**Fathers Name: N.P Sundriyal**

**DOB: 27-july-1993**

**Languages Known: English , Hindi**

**Contact:+91 7042520980**