

PARAS KHURANA

189 New Four Storey Vishal Enclave

Tagore Garden New Delhi-110027

Contact: 7503381147

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OBJECTIVE

To obtain a challenging position in the area of Finance or Research and strive for excellence with dedication and passion towards the work that will fully utilize my analytical and reasoning abilities in the best possible way for the fulfillment of personal and organizational goals.

PROFILE

- Expeditious at learning new concepts, work well under pressure and communicating ideas clearly and effectively.
- Good analytical and decision-making skills which help in resolving queries.
- Good knowledge in MS office applications.
- Interacting and working with clients across the globe.

Core competencies

Team Player Operational Skills Excellent Communication Skills

PROFESSIONAL CHRONICLE

Miracle Shipping Delhi Pvt Ltd

Experience: - December 2015 To September 2020.

C P World Lines India Pvt Ltd

Experience: - Oct 2020 To 13 June 2021

Interocean Shipping India Pvt Ltd

Experience:- 14 June 2021 to Currently Working

WORKING EXPERIENCE

- **Working in Taxes**
 - GST Data preparation on monthly basis.
 - TDS data preparation & submission on monthly basis.
- **Account and Book keeping**
 - Maintenance of cash & bank books for all currency accounts.
 - Manage all receivables & payables.

- **Carrying out reconciliation of**
 - Vendor Ledger.
 - Petty cash books.
 - Bank Reconciliation.
 - **Banking**
 - Manage all payments through Netbanking & Cheque.
 - Handling daily reconciliation of payments as well as maintaining incoming & outgoing cash records.
 - Manage Outward and inward remittances.
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ACADEMIC

- **Bachelors in Commerce**
 - **Class 12th**
 - **Class 10th**
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TECHNICAL SKILLS

- ◆ Knowledge of Finance, Tally & all Microsoft Office Applications
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PERSONAL DETAILS

Date of Birth	05/12/1996
Father Name	VinodKhurana
Language Proficiency	English, Hindi.

I hereby certify that the above information is true to the best of my Knowledge.

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