**PARVATI**

C-3/12A KESHAV PURAM

DELHI - 110035

**Mobile: +**91-9899599882

  **[prnegi1975@gmail.com](mailto:prnegi1975@gmail.com)**

**OBJECTIVE**

With an ability to contribute a lot in the management of human resources, seeking a challenging and rewarding position in a firm, aspiring to develop, lead and contribute to the organization overall goals.

**OVERVIEW**

* Abilities in handling multiple priorities, with a bias for action and a genuine intersection professional development.

   A team player and an effective communicator with excellent leadership, strong analytical, problem solving and organizational abilities.

**EDUCATIONAL QUALIFICATION**

   B. COM from DELHI UNIVERSITY in 2000

**IT SKILLS**

1.       Good in Microsoft word and excel and Advance excel.

2.       Having keen knowledge in Microsoft PowerPoint and Microsoft outlook.

3. Tally erp 9

3.       Good in documentation and analyzing the reports.

**ANALYTICAL SKILLS**

Prepare Computerized and manual knowledge of accounting

**WORKING EXPERIENCE. :**

* Currently working as **ZOBOX RETAILS PRIVATE LIMITED** From NOV 2021 to till now
* Currently working with **RIDHI CONSTRUCTION** From JULY 2020 to NOV 2021
* Working with **S A EXPRESS COURIOR AND CARGO** FROM JAN 2012 TO FEB 2020
* Working with **I CARVE PROJECTS PVT LTD** since JULY 2007 to Dec 2011
* Worked with **GAURAV CONSTRUCTION** since FEB 2005 to MAY 2007

**Roles and Responsibilities**

* Handling preparation & maintenance of various books Bank Books, Salary Statement., fixed assets register to ensure smooth accounting operations.
* Bank Reconciliation and Stock Reconciliations and Inventories
* Team handling
* Prepare accounts vouchers like purchase, sales, cash, and bank voucher in accounts books.
* Co-Ordinate with parties for payment
* Handling billing department and co-ordinate with billing team.
* Good communication & leadership skills
* Resolve any arising problems or complaints
* Preparing and Filing GSTR-1
* Reconciliation of GSTR 2B
* Preparing and Filing GSTR-3B
* Preparing and Filing TDS data of Rent, Professional Charges, Contractor, Interest, Salary etc
* Reconciliation of ITC
* Handling Contractor’s bills and there payments
* Preparing Salary sheet ESI / PF and co-ordinate with consultant
* Prepare E invoice and E way bills

**PERSONAL DETAILS**

Name                                    :               **PARVATI NEGI**

Husband Name                :               Late Sh. Arjun Kumar

Date of birth : 29th June 1975

Nationality : Indian

Marital Status : Married

Languages known             :              English and Hindi.

Salary Drawn : 38500/- per month

Salary Expected : Negotiable

Date:

Place: Delhi **ParvatiNegi**