

## **Curriculum-Vitae**

**Shyam Sundar Verma**

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### **CAREER OBJECTIVE: -**

- ❑ Seeking a challenging & growth oriented career and become an assets of the organization by giving a comprehensive understanding to different operation in the organization and taking up early responsibility.

### **WORK EXPERIENCE: -**

- ✓ Now working with **Emx Motor Necessities LLP.** as an Accountant from Dec.2020 to June.22

Job Profile:

- Monthly Ledger Reconciliation (Party wise & Project wise)
- Making list of Cheques & take the fund
- Prepare Budget for Site Expenses
- Maintain daily Cash book
- Checking of Muster roll & Make payment
- Posting of advances i.e. PRW/Contractor/Supplier Vendor
- Cash reconciliation with Denomination
- Preparing of Monthly Cash Report
- Advance Excel
- Daily/Weekly/Monthly MIS
- Return Filling TDS, GST
- GST Working GSTR-1 & GSTR3B
- Filling EPF & ESIC etc.
- Balance sheet work.
- Coordination with H.O. Billing Dept.
- Coordination with HR dept. related to Employee i.e. new joinee/Transfer/ Absconding cases/No dues clearance & Casual staff
- All Correspondence work

**Job Profile:** Making Sales Bills, Voucher Entries in Software, Bank reconciliation, Making Return form Details & records, Cash Handling and Other Account Jobs Knowledge of maintain Return.

- Handling day to-day Sales Register & Purchase Register.
- Issuing bill.
- Completely able to done the work and maintaining inventory.

## **EXPERIENCE:-**

- ✓ Two Years experience Accounts in Omaxe Ltd. in Ludhiana (June 18 to Dec-20)  
**Job Profile:** - Ms-office, Ms-Excel Tally and Hardware.  
Making Sale Bills, Purchase Entries, Entries of Bank Statements, Bank Reconciliation, Return and admin work in office.
- ✓ Four Year experience Accounts in **VK Ready Mix Concrete Pvt Ltd** in Rohini (Delhi). (2015 to April 18)  
**Job Profile:** - Ms-office, Ms-Excel Tally and Hardware.  
Making Sale Bills, Purchase Entries, Entries of Bank Statements, Bank Reconciliation, Return and admin work in office.

## **EDUCATIONAL QUALIFICATION: -**

- ❖ M.Com from Agra University in 2017
- ❖ B.Com from Agra University in 2015
- ❖ 12<sup>th</sup> Passed from CBSE Board in 2012
- ❖ 10<sup>th</sup> Passed from CBSE Board in 2010

## **PROFESSIONAL QUALIFICATION: -**

- Conversant with Computer application and Internet application.
- Proficient in Microsoft Office including Word, Advance Excel & Power Point as well as other basic tools.
- Working Experience of ERP (Oracle R12) & Axapta.
- Working Experience SAP Software .
- Working Experience of Accounting Application Tally ERP-9 & Busy Software & Quick Books

## **PERSONAL DETAILS: -**

Father's Name	:	Sh. Shiv Kumar Verma
Date of Birth	:	Jan 01, 1993
Marital Status	:	Unmarried.

## **STRENGTH: -**

- An Honest, Hard working, Punctual.
- Affinity to learn and improve.

**Lastly in view of my educational qualifications and experience, I do hope that a favorable consideration will be given to my application and I will given an opportunity to prove my abilities worth.**

**Date.....**

**Place.....**

**(Shyam Sundar Verma)**