

CURRICULUM VITAE

PARAS RAWAT

D-14, Pratap Vihar Part-III

Kirari Suleman Nagar

North West Delhi-110086

Phone No: 8920153734

Email id: princerawat1871997@gmail.com

CAREER ASPIRATION

- To work with an organization which offers me challenging opportunity for the growth of my carrier.

ACADEMIC QUALIFICATION

- B.COM Graduated from Delhi University
- 12th Passed From CBSE Board
- 10th Passed From CBSE Board

COMPUTER QUALIFICATION

- Basic knowledge of Computer
- Tally ERP 9.0 And Tally Prime
- Busy software
- Basic Knowledge of excel
- Knowledge of computax software (tax solution)

Experience

- Currently working in Rawat & Co. last 3 years
 - GST Return (monthly and quarterly)
 - TDS return filling (Monthly and Quarterly)
 - Book keeping
 - Monthly and yearly GST Reconciliation
 - Monthly and yearly bank Reconciliation
 - ITR 1 and ITR 2 (incometax)
 - GST Registration
 - Balance sheet Analyst.
 - E-Invoice & E-way Bill
 - Data Maintain monthly , yearly and financial year closing
- One year experience in Bansal & Bansal Association.

Strong Point

- Decision Making
- Positive Thinking
- Hardworking

PERSONAL INFORMATION

Date of Birth	:	18-july-1997
Father Name	:	Late Sh. Khem Singh Rawat
Gender	:	Male
Religion	:	Hindu
Marital Status	:	Unmarried
Language Know	:	English, Hindi

I hereby declare that the above given statements are true to the best of my knowledge.

Date:

Place: **New Delhi.**

