# CURRICULAM-VITAE

***Present Address***

FCA.-610, Block-C, SGM NAGAR

NIT Faridabad

Distt:- Faridabad (121001) Contact No-9818134454

E-Mail- [snjv3110@gmail.com](mailto:snjv3110@gmail.com)

SANJEEV

# CARRIER OBJECTIVE:

Looking for a challenging job where I can reach at infinite success and hard work for the growth of an organization along with improvement in my own professional skill.

# QUALIFICATION:

10Th Passed from HBSE. Board with Ist Div. 12Th Passed from HBSE. Board with Ist Div. B.com from IGNOU with 54%

# TECHNICAL QUALIFICATION:

* MS WORD,
* MS EXCEL,
* INTERNET
* High typing Speed
* Window 7&10
* Tally ERP 9 &Prime
* Busy Accounting software
* Pay soft

# EXPERIENCE:

* Work in M/s Ganpati Logistics As a Account Executive From Feb 2014 to Sep 2017, A responsibility includes maintaining monthly Bank Reconciliation Statement, Billing, Salary Statement, Book TDS U/s 194I,& u/s 194C , Maintain booking register, Prepare all accounting voucher & challan, Maintain day book, Reconcile branch account with Head office, Prepare GST Data for Return GSTR1 & 3B and Posting Accounting entries in Tally.
* Work in M/s Silverline Forms As a Account Executive From Nov 2017 to March 2020. A responsibility includes maintaining monthly Bank Reconciliation Statement, Billing, Salary Statement, Book contractor TDS U/s 194C , Prepare all accounting voucher, Prepare GST Data for Return GST-R1 & 3B, GSTR 2A reconciliation, and Posting Accounting entries in busy software.
* Work in M/s FGR Logistics Pvt Ltd. As a Account Executive From June 2020 to April 2022. A responsibility includes maintaining monthly Bank Reconciliation Statement, Book TDS u/s 194c, Maintain booking register, and Audited invoice processing for compliance with three-step process reducing overpayments. Verified accuracy of incoming invoices. Prepare all accounting voucher & challan, Posting Accounting entries in Tally & BNG SOFTWARE.
* Work in M/s Esecurewings. As a Account Executive From June 2022 to Till now. A responsibility includes maintaining monthly Bank Reconciliation, Party Reconciliation, Prepare Party outstanding, Billing, Salary Statement, Book vendor TDS, Prepare all accounting voucher & challan, Prepare GST Data for Return GST -R1 & 3B and Posting Accounting entries in Tally.

# Role: -

* + Tally Operator
  + Maintain billing records.
  + Prepare salary sheet.
  + Prepare all accounting voucher.
  + Billing, drafting, etc.
  + GST Filling (GSTR1 and GSTR-3B)
  + Debtors and Creditors reconciliation.
  + Bank reconciliation.
  + GSTR 2A Reconciliation.
  + TDS (tds entry, tds challan payment)
  + Generate eway bill.
  + Gst adjustment entries.
  + General ledger entry and maintenance
  + Day to day Accounting.
  + Maintaining all office files & records.

# STRENGHT:

* Smart convincing power.
* Hard working and keenly devoted towards target.
* Interested in learning new things.
* Good team worker.

# PERSONAL DETAILS

Father’s Name - Late Sh Sant Lal Thakur D.O.B - 31-10-1991

Marital Status - Married

Gender - Male

Language Known - English & Hindi

Nationality - Indian

Religion - Hindu

# DECLARATION:

I hereby declare that all the information listed above is to the best of my knowledge and brief.

Date: / / Place:

**(Signature)**

SANJEEV