

SACHIN

Assistant Accountant

CONTACT

Address : B/899, Gali No-13, Part-1
Sonia Vihar, Delhi-110094

Contact No.: +918700852543

Email : sg0589058@gmail.com

SKILLS

- MS Office (Word, Excel)
- Problem-solving
- MIS Report
- Relationship development

EDUCATION

Graduate From Delhi University

PROFESSIONAL QUALIFICATION

1 Year Diploma Financial Banking
Accounting from IAC Institute

PERSONAL INFORMATION

- Date of Birth: 8th Nov, 1998
- Nationality: Indian
- Gender: Male
- Marital Status: Single
- Father's Name: Mr. Inderjeet
- Languages known: Hindi and English
- Interest: Current Affair and Listening to Music

WORK EXPERIENCE

Working with M/s. Futuretech Builders Pvt Ltd as an Accounts Assistant from February 2018 to till date.

Worked with M/s. Paper Planet Pvt Ltd from December 2016 to January 2018.

Work profile: -

- Processed company documentation, such as invoices and payment checks.
- Managed all purchase orders and monitored company budget by controlling project expenses.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Completed the general ledger with payroll entries.
- Maintained flawless communication with the management.
- Analysis of Debtors and Creditors-Ageing, Recovery Period, Balance Confirmation Procedures.
- Preparation and review of various reconciliation statement e. g. BRS, Inventory, DRS, CRS.
- Preparation of MIS
- Working experience with Tally

DECLARATION

I certify that the information provided by me are correct to the best of my knowledge. If found guilty, is liable to be barred from selection process and can be strictly handled.

Date:

Place:

SACHIN