

Aviral Mishra

Accountant

📞 8860137975

📍 Gurgaon

@ rishu777m@gmail.com

EXPERIENCE

2.8 years' total experience

Accountant

Sharma Fabricators & Erectors Pvt Ltd.

📅 13/06/2023-Present

📍 Gurgaon

Role and responsibility

- Experience in accounting, tax compliances and MIS Preparation.
- Working Knowledge of accounting software Tally Prime/ERP.
- Accounting and Bank Reconciliation.
- Preparing daily expenses reports.
- Preparing salary for employees.
- Doing Parties Reconciliation.
- Preparing detailed data of GST returns.
- Preparing TDS Chart and deduct TDS and TDS Return work.
- Maintaining all expenses like worker advance and adjusted in next month.
- Accounting of Site expenses.
- Proficient in MS Excel and Know functions like pivot, v-look up, if statement and macro etc.

Previous company

Accounts Executive

ROYAL TECH ENGINEERS

📅 August 2022 TO June 2023

📍 Gurgaon

Role and responsibility

- Maintaining accounts on accounting software tally prime and erpNext.
- Doing all works related to accounts management.
- Accounting and Bank Reconciliation.
- Preparing daily expenses reports.
- Preparing salary for employees.
- Preparation of daily, monthly and quarterly reports.
- Preparing detailed data of GST returns, including GST reconciliation.
- Doing all work of bank Like RTGS, TDS Payment, Cheque clearing.
- Doing flow up related to Payment due and metal required for production.
- Preparing MIS Report for Due Payment or Outstanding Payment of suppliers.
- E-mail Handling.

Accounts Executive

Mohit Kumar and Co. (CA Firm)

📅 March 2021 to August 2023

📍 New Delhi

Role and responsibility

- Recording and ensuring the accuracy of financial documents on daily basis to maintain accurate and complete financial records.
- Keeping proper records of inventory and providing reports on inventory levels.

- Accounting and Bank Reconciliation.
- Reconciliation of ledger with other parties.
- Preparing detailed data of GST returns, including GST reconciliation.
- Assisted in GST Annual Return (GSTR-9).
- Preparation of daily, monthly and quarterly reports.
- Office Management and training new staff.
- Ensure check and controls in sub process.
- Providing client support, identifying error and fixing them.

SKILLS

- Microsoft word, Power Point, Excel.
- Advance Excel, Pivot Table, MIS Report.
- Tally Prime/ Tally ERP.
- Google Sheet.
- Erpnext.

ACADEMIC QUALIFICATION

- Graduate to Commerce from Delhi University.
- Intermediate from CBSE Board in 2020
- High School from CBSE Board in 2017.

INTERPERSONAL SKILLS

- Ability to work and perform well in team.
- Good oral communication skills.
- Multitasking ability.
- Good Convincing skills.

PERSONAL DETAILS

Father Name: - Mr. Rakesh Mishra

Date of Birth: - 2nd May 2001

Languages Known: - English, Hindi

Marital Status: - Single

Nationality: - Indian