

# HARENDER



[harendergujjar52@gmail.com](mailto:harendergujjar52@gmail.com)



9992962756



Palwal, Haryana –  
121102

## SKILL

Tally

Book Keeping

MS Office

MS Word

GST Returns

GST No Apply

Income tax Return

## EDUCATION

### PURSUING IN MBA

From YMCA University

### B.Com

From MD University in 2022

With 62%

### 12<sup>th</sup> (Commerce)

From HBSE in 2019 with 87%

### 10<sup>th</sup>

From HBSE in 2017 with 78%

## RESUME OBJECTIVE

A Self- motivated and result oriented B.com graduate with good knowledge in computers seeking an opportunity in the field of financial taxation.

## EXPERIENC

### SENIOR ACCOUNTANT

***Innovation Computech Pvt.Ltd./ Classic Manpower & Construction Services, 20A, Faridabad, CA /July 2024 – Present***

- GST Return Filling.
- Book Keeping.
- Online Bank Payment Transfer & Salary Transfer
- TDS Reports.
- Invoicing

### ACCOUNTS EXECUTIVE

***RAFS ENGINEERS PVT. LTD. IMT, FARIDABAD, CA/ January2023 – July 2024***

- GST Reconciliation.
- Bank Reconciliation.
- E-Invoicing & E-Way bills
- TDS, TCS & RCM Report's
- Book keeping.

### ACCOUNTS EXECUTIVE

***A Mangla & Co (CA firm). Palwal, CA /June 2022 – Dec. 2022***

- GST Number Apply
- GST Returns R1 & 3B
- Book keeping
- Income Tax Returns