

CURRICULUMVITAE

MINTUGUALIYA

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CAREEROBJECTIVE:

To work in an organization where I can achieve high employee morale through teamwork, professional growth, fair dealing and the utilization of my skill and attributes, As well as to contribute in the progress of the organization and expand the horizons of my knowledge.

PERSONALSKILLS:

Excellentcommunicationskill
Analyticalabilitiesandgoodgraspingpower
Temperament for teamwork
Comprehensiveproblem-solvingskillsaswellastheabilitytobuldeasyrapportwith colleagues.

KeyResponsibilitiesincludingbutnotlimitedto:

Creating,MaintainandAnalyzeAccounts,RecordsandFinancialStatementsonaregular basis.
GenerateBankStatements&SettleCostsonBalanceSheets.ManageBalanceSheetsand Profit Loss Statements
EnsureTimelyBank Payments
ReconcileAccountPayable and Receivable
AuditFinancialTransactionsandDocumentsPrepare
weeklysalesreportsforallBusinessUnitsConducta
Statutory Audit.
ManageInvoices
GST Filing
TDS
Book Keeping
ReconciliationofAccountswith Parties
PreparationofsalaryofEmployeesandthePayrollrelatedactivities. Generating
MIS Reports
SendingMailsandManageAccountrelatedinformationthroughcreatingspreadsheetsand other relevant software.
WorkwithSenioraccountantswiththeTeamwork.

TECHNICALSKILLS :

Tally/Busy

GST&TDS

Accounts Reconciliation

Book Keeping

Msofficei.e.,Msexcel/spreadsheetsetc. Experience
with General Ledger Function

EDUCATIONAL QUALIFICATION:

- B.Com
- 10+2PassedfromDelhiC.B.S.E.Board
- 10 Passed fromHBSEBoard

OTHER QUALIFICATION:

Basicknowledgeof computer,Internet,ZohoBookandknowledgeof“MSOffice,Account package
(Tally
5.4,7.2,ERP 9)
Hire Software
for shuttering
store

PROFESSIONALEXPERIENCE:

Working with MR.NAVNEET KUMAR CHOUDHARY ASSOCIAT (CHARTERD
ACCOUNTANT)workedforthreeyears.

Oneyearworked withSUNRISEGREENS RESIDENTSWELFAREASSOCIATION IN
INDIRAPURAM,GHAZIABAD.asSenior Accountant.

One YearExperienceinCogentEservicespvt.Ltd inFedExProcesssec.63Noida
CurrentlyworworkinginVidyaBalBhawanSr.Sec.SchoolMayur Vihar phase-IIIDelhi-96

Currently working in Shuttering Store(Shree Shyam Shuttering) work on hire software and also
Accounting work.

JOBPROFILE

- MaintenanceofComputerized Accounts (Tally 7.2, 9.3 & ERP 9) ☐ Bank
Reconciliation Statement, Reconciliation of Receivables & Payables.
- PreparationofGSTandTDS.
- MonitoringandsupervisionofInternalControlSystems

PERSONALDETAIL:

Father'sName	:	MR.AJIT SINGH
Date of Birth	:	23.03.1999
Permanent Address	:	vill.Sherpurteh.Pataudi Disst. Gurgaon
Gender	:	Male
Religion	:	Hindu
Nationality	:	Indian
MaritalStatus	:	single
LanguageKnown	:	Hindi& English

Place:Gurgaon	(MintuGualiya)
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