

**NIKITA**

SEC-10' A' NEAR BY HDFC BANK ,  
GURGAON HARYANA  
PIN CODE - 122001  
MOB NO - 9971518610

## OBJECTIVES

A growth oriented profile in company. where my skill and knowledge are effectively  
Used for the success of the Organization.  
Besides continuously helping me grow technically as well as personally.

## WORK EXPERIENCE

**I have four years experience , working as an accounts assistant.12 April 2021 To Till  
Date .From Bhargava motors LLP ,Sec-37 Plot no-577 Gurgaon.**

- Bank & Bank reconciliation and Bank related work daily.
- Generate E - invoices for all bills.
- Daily follow-up for payments regularly and controlling debtors by ageing analysis.
- Payment of parties / Advances payment & received Entry.
- Creditors and debtors Tally party ledger .
- Receivable ageing report which will be discussed with the sales staff.
- Purchase enter import & export and pending invoice daily follow up .
- Prepared GSTR-1 & GSTR - 3B .
- Party billing , credit note & pending report.
- Journal entries & Claim.
- Handling all the responsibilities of accounts receivable.

## QUALIFICATION

- ❖ 10<sup>th</sup> passed from U.P Board in 2019
- ❖ 12<sup>th</sup> passed from U.P Board in 2021.
- ❖ BAG from IGNOU university.

## **PROFESSIONAL QUALIFICATION**

### **BASIC KNOWLEDGE OF COMPUTER :-**

Web Technologies E - mail , Internet, and Outlook Express.

Word pad , MS :- Excel

Busy software , & tally prime .

## **STRENGTHS**

- Honesty
- Work hard & learn fast
- Creative thinking
- Self – Confidence
- Positive Attitude

## **DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge and belief Please gives me a one chance in your Origination Company.

**NIKITA**