

NISHANT

V.P.O-Darbi, Tehsil & Distt-Sirsa, Haryana-125060

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PROFESSIONAL SUMMARY

Accomplished and Team-oriented Accountant adept at creating clear and comprehensive financial reports. Dedicated to managing, coordinating, and facilitating assigned tasks and projects. Will have the ability to handle multiple tasks in high pressure environments and under tight deadlines. Enjoys being part of a dynamic team.

STRENGTH

- **Adaptability** : A penchant to adapt to the conditions & level of the environment in accordance with the requirements of the given situation.
- **Interpersonal**: An extrovert to the core, prefers to interact with people of all walks of life and varying strata of society. Ability to quickly establish rapport with others.
- **Team Work** : Enjoys being a part of a group & achieving combined goals. A definite team player.

SKILLS

- Accounting operations professional
- SAP expertise
- GST and Other Taxation Professional
- Expert in GAAP and statutory reporting
- Cash flow analysis
- Account reconciliation specialist
- MS Office Suite
- Self-motivated professional

WORK HISTORY

03/2017 to Current **Accounts Executive. Patanjali Ayurved Ltd-** Tezpur, Assam

- Processing of bills and invoices. (Receivables and Payables)
- Creation of invoices and Purchase orders
- Maintenance of cash & bank books
- Taxation through new Norms and Policies. (GST)
- Generated financial statements and facilitated account closing procedures each month.
- Compiled general ledger entries on a short schedule with nearly 100% accuracy.
- Processing of bills, and compliance of documents of contractors while in construction phase.

- Capitalization of expenses and asset with a nearly 100% efficiency.
- Filed tax returns and prepared governmental reports in compliance with strict standards.

EDUCATION

2016 **Master of Commerce:**
Department of Commerce ,CDLU,Sirsa
54%

2014 **Bachelor of Commerce:**
Govt. National College,Sirsa(Haryana) India
56%

2011 **Higher Secondary :**
Sawan Public School,Sirsa
64%

2009 **H.S.L.C**
Sawan Public School,Sirsa
62%

PERSONAL DETAILS

Father's Name : AMAR SINGH
Mother's Name : NEELAM DEVI
Date of Birth : 3rd January 1993
Languages Known : English, Hindi
Gender : Male.
Marital Status : Not Married.
Nationality : Indian
Passport No : P0870651

DECLARATION

I hereby declare the above information provided by me is true to the best of my knowledge

Date:06-07-2019

Place:Tezpur