

CURRICULUM VITAE

VIRENDER GUPTA

RZ-4/7, GALI NO.3

PREM VIHAR, NANGLI DAIRY

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OBJECTIVE: -

A Challenging and growth-oriented **ACCOUNTANT** profile in an organization where my technical skills can be effectively utilized.

WORK EXPERIENCE: -

- 1 year working experience in Yellow Pages as a computer operator.
- 5 Years, 8 Months working Experience in ART AND COMMERCE as an Account Executive.

QUALIFICATION: -

- Graduate from Delhi University in B. Com
- 12th Passed From C.B.S.E, Board
- 10th Passed From C.B.S.E, Board

KNOWLEDGE IN ACCOUNTS: -

- Able to prepare all type of vouchers like wages, salary, cash Vouchers, etc.... able to maintain the same in the tally.
- Able to preparation all local and inter-state sales invoices For GST with e-way.
- Ability to maintain number of bank a/c, day-to-day entries like Receipt, payment, journal etc.
- Able to work daily online banking.
- Able to work all E-commerce site like Amazon, Flipkart, Paytm etc.....
- Knowledge of Export Accounting like GST refund, duty drawback etc.
- Knowledge of Goods & Service Tax, E-way Bill, T.D.S. etc.

NATURE OF WORK: -

ACCOUNTS (COMPUTERIZED)

- Cash book, Ledger, journal, bank book, sale, purchase, D/C note, bills of material, pos solution, trial balance etc.

❖ FINANCIAL ACCOUNTS

Audit, Profit & loss A/C, Balance sheet.

KNOWLEDGE IN COMPUTER: -

❖ ACCOUNTING SOFTWARE:

- Tally ERP9, SAP, WIZZAPP, EXCEL.

❖ ALL OTHER SOFTWARE'S:

- Ms. Word, Ms. Excel, PowerPoint, Coral Draw,
- Full Knowledge in Internet & Account related software's.

QUALITIES HIGHLIGHTED: -

- Perfection in daily basis bank related activities like online banking, cash deposit, rtgs/neft, cheque.
- Follow up of all monthly and yearly statements
- Well experienced in office filling activities
- Able to preparation of salary monthly wise for staffs & keep their records.
- Able maintain day-to-day accounts & booked for sales, purchase, receipts, and payment entries etc.

PERSONAL INFORMATION:

Father 's name : Shri Jai Ram Gupta

Date of Birth : 8th Sep,1992

Religion : Hindu

Language : English and Hindi

Nationality : Indian

Hobbies : Listing Music, Playing Chess

Date:

Place: New Delhi

(VIRENDER GUPTA)