

Aman Sharma

Address: X/799 Chand Mohalla
Gandhi Nagar, Delhi-110031

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Competencies

GST Returns & Audit	Payment management	Fixed Asset Management
Bank Reconciliation	GST Return	ITR Filling & Reconcile

Career Path

Arihant Impto Expo **1st Dec, 21 to Till**
Accounts and Taxation Executive)

Key Performance Areas

Operations & Process Management

- ⇒ Preparation of Financials Statement in detailed format.
- ⇒ Prepare and filling GST returns.
- ⇒ Prepare and filling Income Tax return.
- ⇒ Prepare Bank Reconciliation Statement.
- ⇒ Prepare Vendor Reconciliation Statement.
- ⇒ Prepare Accounting Books on various software.

Education

Qualification	University	Year
Bachelor of Computer Application	Indraprastha University	2021
12 TH	CBSE Boards	2018
10 TH	CBSE Boards	2016

Computer Skills

- ⇒ Microsoft Word, Excel, PowerPoint, Microsoft Windows XP and Microsoft Office XP Professional, Tally (Prime), KDK accounting software, CompuTax (Taxation software)

Personal Details

- ⇒ Date of Birth : 10th July 2000.
- ⇒ Languages Known : English and Hindi.
- ⇒ Father's Name : Mr. Inderjeet Sharma
- ⇒ Marital Status : Un-married

DATE :

PLACE : DELHI

(AMAN SHARMA)