

ANKIT BATRA

FINANCE EXECUTIVE

Rudrapur, Uttarakhand 263153

lalit24.rdr@gmail.com

8057200006

Finance executive with 10 plus years of experience is seeking to obtain a job where i can be successful in utilizing my current job skills and experience.

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1992-07-24

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Accounting, Hospitality & Tourism

Total years of experience: 11

Work Experience

Finance Executive

Ark Hotel & Resorts Pvt. Ltd - Rudrapur, Uttarakhand

May 2010 to Present

Duties & Roll-

Handling all accounts related works, book keeping, Bank reconciliation, vendors reconciliation, TDS, GST, GSTR 1, GSTR 2, GSTR 3B, GSTR 9, Taxation, Salary sheet, PF & ESI, Draft Balance Sheet.

Accounts Assistant

Vikas Plywood Pvt Ltd - Rudrapur, Uttarakhand

August 2009 to April 2010

Education

Bachelor's in Accounting

Kumaun University - Rudrapur, Uttarakhand

July 2009 to July 2012

Higher Secondary(12th Pass) in Accounting

Uttaranchal University - College

May 2008 to July 2009

Secondary(10th Pass) in Accounting

Uttaranchal University - College

May 2006 to May 2007

Skills / IT Skills

- Microsoft Office
- Cash handling
- Administrative experience

Languages

- Eng - Expert
- Hindi - Expert