# RESUME

# WhatsApp Image 2020-05-31 at 9.18.39 PM.jpeg

# AARTI VERMA

**Email: - aartiverma316@gmail.com**

**Contact: - 9899497562**

# Career Objective

To accept new challenges which life offers, learning new things according to changing trends and always be true in my thoughts, words and deeds.

# Qualification

* MBA in Finance from IGNOU in 2018 (Tecnia Institute)
* M.COM from IGNOU in 2009 (Shyam Lal College)
* B.Com from Delhi University in 2006 (Kalindi College)
* 12th from CBSE Board, Delhi in 2003 (Govt. School)
* 10th from CBSE Board, Delhi in 2001 (Govt. School)

# Skills

* Knowledge of computer software like Tally (All version like 7.2, 9.0 & ERP 9 )
* Accepting responsibilities with good communication and preventative skills.
* MS- Office, Tally and Busy.
* Good verbal and written communication skills.
* Excellent attention to detail.
* An honest and discreet attitude when dealing with company.

# Work Experience

* + - * Presently Working as an Accountant with Ahuja Impex, Netaji Subhash Place, Pitampura, Delhi (October 2020 – till date)
* Worked as an Accountant with Vrinda Polyplast Pvt. Ltd., Pushpanjali Enclave, Pitampura, Delhi (July 2011 – September 2020)

# Job responsibilities

* Preparing vouchers on daily basis like Payment, Receipt, Sale, Purchase, Contra and Journal in Accounting software Tally ERP 9
* Answering the phone and reading /sending emails to client.
* Online bank transactions (TFR, NEFT & RTGS).
* Preparation & Filing GST Return.
* Day to day accounting entries in Books of Account.
* Preparation of TDS and TCS Return.
* Maintaining bank reconciliation on monthly basis.
* Preparation of Debtors-Creditors account reconciliation.
* Prepare credit and debit note.
* Preparation of salary and attendance sheet.
* Maintain and valuation of stock in tally and excel (both).
* Preparing COC on TPCI site.
* Prepare Bank Realization Certificate.
* Prepare Export Invoice and export related documents.

# Personal interest or activity

* Social networking
* Reading Newspaper
* Listening music

# Personal Details

Father’s Name - Mr. Sohan Lal

Mother’s Name - Mrs. Vidhyawati

Marital Status - Single

Languages Known - English & Hindi

Nationality - Indian

Address - B-557, IInd Floor Avantika, Rohini Sector-1, Delhi-110085

Date of Birth - 03/03/1987

# Declaration

I hereby certify that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

**Place: -** Delhi

**Date:-**

**(Aarti Verma)**