

RESUME

SANDEEP CHAUDHARY

P-136 Mohan Garden, Uttam Nagar, New Delhi-110059

Email :sandeepchaudhary252@gmail.com

Contact No : +91-9654286585



My objective is to contribute positively to the organization's objective through sincere hard work and effective application of my knowledge and skills, upholding highest possible human and business values.

EDUCATIONAL QUALIFICATION

Year	Qualification	Institution	Specialization
2010-2013	B. Com	Delhi University	Accountancy
2008-2009	XII	Raghubir Singh Modern School	Accounts, Math's & English
2006-2007	X	Red Rose Model School C.B.S.E	Mathematics, Physics, Chemistry

PROFESSIONAL OVERVIEW

A Competent Professional with 10 Years of Experience in Handling Accounts.

A Dept At Managing Accounts Function Involving Accounting, Taxation, Book Keeping , Prepare Balance Sheet Bank Reconciliation.

Proficient In Suggesting Potential Solutions With Real Time Experience in Planning, Execution , Application Of Methodologies , Documentation And Presentations Of Finding.

Skill Set (PROFICIENCY MATRIX)

- MS WINDOW, MS OFFICE 2010,
- TALLY ERP-9, Six Orbit Software (Accounting), BUSY
- Records & Book Keeping
- Taxation
- Salary Processing

RESUME

- Invoice Raising
- Filing GST Return
- Knowledge of Import & Export
- Prepare Balance Sheet.

EXPERIENCE

- **Worked Under CA (VIJAY THUKRAL & CO.)** Rajouri Garden – 01.02.2012 To 31.03.2013.
Work as an internal auditor; check all the purchases & sales in tally, Bank reconciliation, Handling accounts payable & accounts receivable, Prepare Monthly Report, VAT report & TDS.
- **Worked in ADMANTINE JEWELS (KAROL BAGH)** – 01.04.2013 To 31.08.2014.
Work as a billing department, billing invoice in tally, Account receivable reconciliation, Vendor Reconciliation, Maintaining Daily Record , Petty Cash Handling & Computation of DVAT Liability.
- **Worked in CEFINO COMPANY (MALVIYA NAGAR)** - 01.09.2014 To 30.06.2017.
Worked as an Account Executive, passing all entries in tally regarding Sales & Purchases, , Vendor Reconciliation, Bank Reconciliation, Bill follow-up, and Prepare Monthly Report: VAT Calculation, TDS Report.
- **Worked in GEOTEC INTERNATIONAL PVT LTD (PATEL NAGAR)** –01.07.2017 To 30.06.2020.
Worked as an Account Executive, passing all entries in tally regarding sales & purchases, Bank Reconciliation, Prepare Monthly GST Calculation, TDS Calculation.
- **Currently Working in the VARDHMAN ESTATES & DEVELOPERS PVT LTD (JANAKPURI) 01.10.2020 To Till Date.**
Working As an Account Executive Passing all entries in Purchase, Filled GSTR-1, & GSTR-3B, Prepare TDS calculation and TDS payment.

PERSONAL DETAILS

Father Name	:	Lt Komal Singh
Date of Birth	:	11.06.1992
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Hindu
Languages	:	English & Hindi
Hobbies	:	Listening to music and playing cricket

I hereby declare that all the above-mentioned are true & best of my belief.

Place:

Date:

SANDEEP CHAUDHARY