

Resume

ANUJ PAL

Address : House No. 222 Street No. 7,
Near old shiv mandir Saboli, Shahadra Delhi 110093

Mobile : 9560188430

Email ID : Palanuj714@gmail.com

CAREER OBJECTIVE

Looking of challenging opportunity in responsibility-oriented programs. A good working environment in professionally managed dynamic organization along with suitable opportunities to prove credentials.

ACADEMIC QUALIFICATION

- *B.com Programme from school of open learning Delhi University (2017-20)*
- *Diploma course in E- accounting from Oxford (2017-18)*
- *Passed 12th from C.B.S.C. Board, Delhi (2015-16)*
- *Passed 10th from C.B.S.C Board, Delhi (2013-14)*

WORK EXPERIENCE

- *Work under Chartered Accountant as an trainee Anil Reenu & Company 2017-18*
- *Icon Media Group as an Accountant 2018-19*
- *Aastha Infracity Ltd as an Accountant 2019-20*
- *S.A Consultants & forwarders Pvt Ltd as an Finance Executive working since 2020*

PROFESSIONAL QUALIFICATION

- *Good knowledge of Goods & service tax.*
- *Account reconciliation.*
- *Tax accounting.*
- *Invoice and collections.*
- *Accounts payable & receivable.*
- *Expense reports.*
- *Month-end reports.*
- *Advanced bookkeeping skills.*
- *Tax deducted at source.*
- *Problem solving.*
- *E-way Bill.*

GOOD COMMAND IN FOLLOWING SOFTWARES

- *Tally (Enterprise resource planning) 9.*
- *Busy.*
- *Docfa.*
- *Logisys*

PERSONAL PROFILE

- *Father's Name* : Mr. OMPRAKASH PAL.
- *Date of Birth* : 01-05-1998.
- *Gender* : Male.
- *Religion* : Hindu.
- *Marital Status* : Unmarried
- *Languages Know* : Hindi & English

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the Responsibility for the correctness of the above-mentioned particulars.

Date:.....

Place: Delhi.

SA CONSULTANTS AND FORWARDERS PVT. LTD.

JOB DESCRIPTION

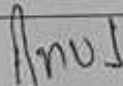
Name : Anuj Pal	Designation: Executive - Finance
Department: Finance	Employee Code: SA075
Date of Issue: 1- Apr- 2021	Date of Joining: 12- Oct -2020
Reporting To: Imran Hussain General Manager - Finance	Deputy: Priyanka Madeshia Senior Executive - Finance.

Job Responsibility:

Checking /Preparation of Overseas Vendor Invoices.
Checking/Entry of particular Branch expenses in system.
Misc. Vendor expense payment /Reconciliation checking on daily basis/Monthly basis.
Responsible for GST return 2A 3B & 9C preparation & Reconciliation.

Acceptance :

I have read the above job responsibility and understood. I accept this responsibility and ensure that the same is followed sincerely at all times.

Signed By :

Date : 01-042021

Authorization by -

Director - Operations

Date : 01.04.2021

Form F/SACF/QA/SOP-04/06-00



S.A Consultants & Forwarders Pvt. Ltd.
L-2, Kanchenjunga Building, 18, Barakhamba Road, New Delhi-110001. INDIA.
Salary Slip For The Month Of October , 2022

Emp Name	Anuj Pal	Department	Finance	PF No.	DLCPM00333140000010201
Father Name	OM PRAKASH	Designation	Executive - Finance	UAN	
Emp Code	SA075	Joining Date	12/10/2020	PAN No.	DGBPP4044R
Bank Name	ICICI BANK	Account No.	107001551718	State	Noida
ESI No.					

Rate of Salary/wages		Earning	Arrear	Deductions		Attendance/Leave	
				P.F.	1800	Total Days	31
Basic	15939	15939	0	Other Deduction	26400	Present Days	19
Conveyance	797	797	0			Leave	4
H.R.A.	7970	7970	0				
Special Allowance	5222	5222	0			Paid Days	31
BONUS	0	26400				Loss Of Pay	0
Earning	29928	56328	0	Deduction	28200	Net Salary	28128

Net Salary/Wages(In Words)	INR Twenty Eight Thousand One Hundred Twenty Eight Only.
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Leave Balance

Leave Type	Prev. Bal	Availed	Current Balance
Compensatory Leave	0	0	0
Unpaid Leave	60	0	60
Casual Leave	8	0	8
Privilege Leaves	4.5	3	1.5
Carry Forward Leave (2021-2022)	9	0	9

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