

CURRICULUM VITAE

Ritul Ojha

Address :

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Najafgarh, New Delhi-
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Objective :

To pursue a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

Educational Qualification:

 10th Passed from CBSE Board.

 12th Passed from CBSE Board.

 Complete Graduation from Delhi University (Sri Aurobindo College).

Computer Skill:-

 Basic Knowledge of Computer.

 E-Accounting Course From DGA Institute, Dwarka Mor.

Work Experience:-

-  **1 Year experience at Deepak Kailash Chand Gupta & Associates as an Accounts Trainee. (From May- 2019 to May - 2020)**

Roles & Responsibilities :-

- 1. Invoicing**
- 2. Preparation of outstanding Debtors & Creditors.**
- 3. Inward & Outward Details maintaining.**
- 4. Banking Work (RTGS, Cheque)**
- 5. Books keeping.**
- 6. GST – Return Filling (GSTR-3B, GSTR-1, GSTR-2A)**
- 7. TDS Challan Generating**
- 8. Bank/ Account Reconciliation**
- 9. Review of Internal Control Procedures, Vouching, Ledger**
- 10. Day-to-Day Accounting works.**

-  **1 year experience in A.G. Apparels as an Accountant. (From May 2020 to March 2022)**

Roles & Responsibilities :-







- 1. Sale Bill Making.**
- 2. Purchase bill entry.**
- 3. Other Entries (Journal, Debit note, Credit Note, Inventory, E-way Bill)**
- 4. GST Reconciliation.**
- 5. Bank Reconciliation.**
- 6. Letter typing.**
- 7. TDS Details making & Payment, Data prepare for return**
- 8. Payments follow ups via calls, emails, whatsapp.**
- 9. Banking Work (NEFT, RTGS, Cheque making ETC)**
- 10. Books Keeping**
- 11. Payroll**

 **Still Working at Mach Worldwide Logistics India Pvt. Ltd. As an Accountant (From March 2022 to Till Date)**

 **Roles & Responsibilities**

- 1. Sale Bill Making**
- 2. Purchase (Exp) Entry**
- 3. Other Entries (Journal, Debit Note, Credit Note)**
- 4. GST Reconciliation**
- 5. Bank Reconciliation**
- 6. TDS payment & Details Making**
- 7. Payment Follow ups via mail.**
- 8. Foreign Remittance.**
- 9. Payroll**
- 10. Books Keeping.**

COMPUTER PROFICIENCY:-

-  **MS Office**
-  **Tally ERP9**
-  **Tally Prime**
-  **Busy**
-  **GMI Software**
-  **Advance Excel**

Personal Details:-

Father's Name	:	Mr. Rakesh Ojha
Date of Birth	:	June 1st,2001
Gender	:	Female
Language known	:	Hindi & English
Nationality	:	Indian
Marital Status	:	Unmarried.

Declaration:-

 *I Do hereby declare that all the information given above is true to the best of my knowledge and belief*

Place :

Dated :.....

(Ritul Ojha)