

# CURRICULUM VITAE

## BULBUL

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Email: [bulbulsingh55657585@gmail.com](mailto:bulbulsingh55657585@gmail.com)

**Mobile: 7838022872,  
8383942955**

#### Address:

House No. R-201  
Mohan garden, Uttam Nagar  
New Delhi- 110044.

#### Personal Information

Husband's Name: Manish  
Kunwar

Date of Birth : 15.2.1996

Sex : Female

Nationality : Indian

Marital Status : Married

Religion : Hindu

#### Languages Known

English, Hindi,

#### Hobbies

Listening Music and Reading  
Books

#### Objective

To work in a challenging environment that will test me at all levels and allow me to utilize and ameliorate my personal skills by way of positive contribution to the organization.

#### Professional synopsis

- worked as an **Accounts Assistant & Compliance** in Red Star Group Staffing & Solution Pvt Ltd in New Delhi. (1.2.2016-.20.6.2018)
- One Year Experience as an Accountant in Adroit Global Personnel Services Private limited. (1.3.2018-28.3.219)
- Currently Working with National Tours and Travel as an Accountant. From 1.4.2019

#### Key Technical Skills

- **Tally ERP**
- **Bank Reconciliation**
- **Journal Voucher Entry**
- **TDS Challan & TDS Returns**
- **GST Return Filling**
- **GSTR-1 Filling GSTR-3B Filling.**
- **GST Reconciliations**
- **Set off GST Input Credit**
- **GST Payment**
- **GST Invoice etc.**
- **E-Way Bill**
- **E-invoicing**
- **Audit Report Preparation**
- **Debit Notes and Credit Notes**

#### Other work Details

- All PF & ESIC Work
- Making Monthly CHALLAN Of PF & ESIC

### **Academic Details:**

<i>Qualification</i>	<i>Institution</i>
<i>Graduation</i>	<i>B.com from DU University</i>
<i>Senior Secondary</i>	<i>CBSE, Delhi</i>
<i>Secondary</i>	<i>CBSE, Delhi</i>
<i>Post-graduation</i>	<i>M.COM</i>

### **Additional Qualifications:**

*Accountant Course from IAM (Institute of Accounts & Management)*

### **Professional Features:**

- *Good Communication and Presentation Skills*
- *Willing To Face New Challenges & Hard Working*
- *Soft Spoken, Well Mannered*

### **Strength:**

- *Hard Working*
- *Teamwork*
- *Willingness To Learn*

### **Declaration:**

*“I hereby declare that the above - mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above – mentioned particulars.”*

**(BULBUL)**

