

CURRICULUM VITAE

Yogender

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VPO- Dulhera, District- Jhajjar, Teh- Bahadurgarh, Haryana-124507

CAREER OBJECTIVE

- Career growth in competitive environment that demonstrate long term vision and commitment to work hard with the best of my ability, so that any contribution is made of valuable to the organization as well as for me by utilizing my knowledge and skills.

ACADEMICS

Examination	Board/University	Year Of Passing	Percentage of Marks	Division
10th	HBSE	2008	80	1st
12 th	HBSE	2011	81	1st
B.COM(H)	Delhi University	2011-2014	63	1st
M.COM	IGNOU	2020-22	PURSUING	

TECHNICAL SKILLS

- Operating Systems: - MS Office, MS Excel, MS Word.
- Tally.ERP9

WORK SKILLS

- GST Invoice processing
- TDS and challan generation
- Accounts payable
- Accounts receivable
- Client billing
- Credit notes
- Payment vouchers
- Journal vouchers
- Cash vouchers
- Payment processing
- Billing manager
- General ledger accounting
- Audit Buying/Selling.
- Business Planning
- Account Reconciliation
- Bank Reconciliation
- Payment follow-up with customer
- Follow up with shipping line regarding disputes/discrepancies
- Preparation of Various reports
- Maintaining and controlling the expenses of the company.
- Reporting the daily, weekly and monthly fund statements.
- Presenting accounting issues and results to executive committees and upper management
- Completing all activities on same day without keeping any pending work.
- Making Reports as per Management Requirement.

WORK EXPERIENCE

- 1.5 years of work experience in accounts in ANG Commodities Private Limited.
- 7 years of work experience in accounts and finance.
- Presently working with SPJ CARGO PVT. LTD as Internal Audit Manager.

OTHER SKILLS

- Enthusiastic and fast learner with ability to grasp and apply new concepts, technologies and tools quickly.
- Possess interpersonal and relationship management skills.
- Team Player with leading, mentoring & monitoring the performance of the team to ensure efficiency in process operations & achieving of individual & group targets.

HOBBIES & INTEREST

- Interacting with people
- Playing Chess & Reading Novels and Biography.

PERSONAL DOSSIER

- Date of Birth: 20/07/1992
- Gender: - Male
- Material Status: - Married
- Nationality: - Indian
- Languages Known: English, Hindi

I hereby declare that all the information given above is correct in the best of my knowledge & will produce all my certificates and references at the time of joining.

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