

## JOB OBJECTIVE

Seeking middle level assignments in Accounts Payable with a leading organization of repute.

## PROFILE SUMMARY

- A result-oriented professional with 2 years of experience in **Accounts and Finance (Orcal and Tally)**.
- Vendor Account **Reconciliation**.
- GST reconciliation and GST filing (GSTR-1 and GSTR-3).
- **Responsible for payment process in Oracle (Domestic and Overseas)**.
- Months end closing activity (Preparing Advance payment report and BRS).
- Recording AR.
- MIS preparation related to the Vendors.
- Claim processing
- Ability to establish and maintain good client relationship, both internally and externally at all levels.

## WORK EXPERIENCE

**FCSG India Private Limited (Part of LI & FUNG GROUP)**, company formed to take care of freight forwarding business of LF Logistics (India) Private Limited.

Accounts Assistant from Mar'2023 to till date.

**Shahi and company (Chartered Accounts firms)**, working experience of 8 months in maintaining accounts GST return filing, TDS and Audit.

## EDUCATION

- B.Com from Delhi University in 2022.
- 12<sup>th</sup> (C.B.S.E. Board) from Air force senior secondary School in 2019.
- 10<sup>th</sup> (C.B.S.E. Board) from Amrita Public School in 2017.

## PERSONAL DETAILS

Date of Birth : 02<sup>nd</sup> Sep 2000.  
Present Address : L-572 bank colony devil village, khanpur New Delhi – 110062.