

SACHIN AGGARWAL

Address: A-2/133-C, Keshav Puram,
Delhi-110035
MOBILE: +91-9953666336
E-MAIL: s.aggarwal59@gmail.com

CURRICULUM VITAE

PERSONAL STATEMENT

I'm an experienced Accountant looking for a new opportunity.

I have previous experience in corporate accounting and small business accounting.

ACADEMIC BACKGROUND

Educational Qualification

- B.Com Programme from MANAV BHARTI UNIVERSITY, HIMACHAL PRADESH
- Senior Secondary from CBSE Board.
- Higher Secondary from CBSE Board.

WORKING EXPERIENCE

Organization:-

- Working with **Hellmann Worldwide India Logistics Private Limited as an Assistant Manager, Udyog Vihar, Gurgaon from July'2022**
(Credit Controller – PAN India, Customer Overdue Followups, Account Reconciliation, Bad Debts Working, Credit Term Updation, Insurance Approval Process)
- Started Business **Orchid Techno LLP in Pune from Feb'2019 to March'2022**
(This is IT Company, we were providing services of Cloud Storage)
- Work with **Indo National Limited., as an Account Executive, Karol Bagh, New Delhi from Aug'2017 to Feb'2019**
(Credit Note Reimbursements, Billing, Purchase/Sale reco register for GST Purpose, Excel Working, etc)
- Work with **I Care Securities Pvt. Ltd., as an Accountant, Connaught Place, New Delhi from Jan'2017 to July'2017**
(DATA Entry, Bank Reconciliation, TDS Return Preparation, TDS Reconciliation with 26AS, TDS Deposited, Service Tax Return Preparation, Salary Sheets, Ledger Scrutiny, Balance Sheet Finalization, Banking, etc)
- Work with **Crossroads India Assistance Pvt. Ltd., as an Accountant, Okhla, New Delhi from March'2016 to Dec'2016**

(DATA Entry, Bank Reconciliation, TDS Return Preparation, TDS Reconciliation with 26AS, TDS Deposited, Service Tax Return Preparation, Salary Sheets, Ledger Scrutiny, Balance Sheet Finalization, Online Payment Reconciliation, etc)

- Work with **Evergood Leasing & Finance Pvt Ltd., as an Accountant, Delhi Gate, New Delhi from March'2015 to March'2016. (There is Independent working of Six companies in my Hand)**

(DATA Entry, Bank Reconciliation, Sale Tax Return Preparation, & TDS Return Preparation, TDS Reconciliation with 26AS, TDS Deposited, ROC Work, Scrutiny Case Documentry, Assesment of Company, etc)

- Work with **VS & V Communication Pvt. Ltd., as an Accountant, Dwarka, New Delhi from Jan'2014 to March'2015**

(DATA Entry, Bank Reconciliation, Service Tax Return Preparation, & TDS Return Preparation, TDS Reconciliation with 26AS.)

- Work with CA Firm with **G. K. Kedia & Co. Accountants Pvt. Ltd., as an Account Assistant, Paharganj, New Delhi** for 2 Year.

(Data Entry, Bank Reconciliation, TDS Returns Preparation, TDS Deposited, TDS Reconciliation with 26AS Service Tax Return Preparation, Filling Income Tax Return of Individual, HUF, Proprietorship firm, Compnies, Finalization of Compnies Balance Sheet etc.)

- Worked with **Amit Decorative Plywoods Pvt. Ltd., Pitampura, New Delhi as an Account Assistant. (Client of G.K. Kedia & Co.)**

(Haryana Sale Tax Return Preparation, Data Entry & Bank Reconciliation)

- Worked as an **Account Assistant** in **CBS Steel Pvt. Ltd, Pitampura, New Delhi** for 1 Year.

(DATA Entry, Bank Reconciliation, Sale Tax Return Preparation, Service Tax Return Preparation, & TDS Return Preparation, TDS Reconciliation with 26AS.)

SYSTEM PROFICIENCY

- 2 Month's Basic TALLY Course From LBSI (**Lal Bahadur Shastri Insitute**), **Keshav Puram**
- Well versed with MS Office (Ms-Word, Ms-Excel, Ms-Power point, Ms-Dos).
- Having knowledge of Tally (All Verison).
- Know the functioning of internet.

STRENGTS

- Quick Learner
- Confident and always ready to take challenges.
- Positive Attitude

PERSONAL DETAILS

- Date of Birth : Feb. 11 , 1991
- Father's name : Sh. Suresh Kumar Aggarwal
- E-Mail ID s.aggarwal59@gmail.com

Hobby :-

- Listening Music,
- Playing Cricket

PLACE: New Delhi
DATE:

(SACHIN AGGARWAL)