




# MohitMittal

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## ✓ Professional Summary

Competent Accountant with working knowledge of Accounts Payable/MIS/TDS/GST/Bank Reconciliation, Vendor reconciliation etc with 7 years' experience. Offering excellent time management and interpersonal skills and a desire to work for a result-oriented company.

## ✓ Skills

❖ General Accounting	Problem Solving
❖ TDS Calculations	MIS Reports
❖ GST Reconciliation	Team Management
❖ Accounts Payable	Coordination among cross functions

## ✓ Work History

### Senior Accountant

September 2023 – May 2024

#### Northern Steel General Mills Pvt. Ltd

Connaught Palace, Delhi

- Invoice booking
- Debit Note/Credit Note
- Payment to vendors
- TDS working
- Bank Reconciliation
- Vendor ledger Reconciliation
- Credit card exps booking

### Accounts Executive

June 2021 – May 2023

#### Maharishi Ayurveda Products Pvt. Ltd.

Noida, U.P

- Purchase bill passing and purchase booking
- Debit Note/Credit Note
- Payment to vendors for due bills
- TDS deduction and monthly working
- Bank Reconciliation
- Vendor ledger reconciliation
- MIS working

### Accounts Executive

Nov 2019 – May 2020

#### Sethi Group

Noida, U.P

- Petty Cash Handling
- Payroll Entries
- Bank Reconciliation
- GST Reconciliation
- TDS working

### Accountant

Dec 2016 – Aug 2019

#### ICAI (Institute of Chartered Accountants of India)

Noida, U.P

- Expense booking
- Daily Documentation Work
- Bank Receipt entries
- Bank Reconciliation, Bank dealing,
- MIS as instructed by Manager

## ✓ Educational Qualification

### Master of Commerce

2016-2018

IGNOU, Delhi

### Bachelor of Commerce:

2010-2013

University of Delhi

## ✓ Certifications:

Certified Industrial Accountant (CIA+) from ICA

2014

✓ **AccountingTools**

- Advance Excel, Word
- Accounting software—Tally Prime, Busy3.9, Erp Progen, Microsoft Navision

Date:-...../...../.....

Place:-.....

**(MOHIT MITTAL)**