

CURRICULUM VITAE

MAYANK

Address: Sarna Wali Gali Main Bazaar Muradnagar
Ghaziabad- 201206 (U.P.)

Email ID:- mg8077019242@gmail.com

Mob.: 8077019242,9319442813



Carrier Objective:-

Looking for challenging, respectable and responsible assignment with leading corporate of management environment, in order to explore myself fully and realize my potential & want to contribute in Company's growth.

Strengths: -

Honest, result oriented working and punctual with ability in a time manner and deliver assignments within time. Ability to put in extra efforts in order to achieve desired objective and result.

Educational Qualification:

- 10th Passed in 2017 from C.B.S.E Board
- Intermediate Passed in 2019 from C.B.S.E Board
- Graduation (B.COM) From C.C.S University Meerut
- Post Graduation (MBA) From Swami Vivekanand Subharti University

Computer Skills:

- Operating System, and Tally ERP-9
- Excel
- MS Word & MS PPT
- Mailing and Net Surfing
- SAP (FICCO HANA) Accounting

Hands on Value Driven:

Accounts:

- Maintaining of Cash, Bank, Sales, Purchase, & Journal Vouchers in Tally Erp-9
- Handling of Employees Imp. & Advances
- Handling of Day to Day Accounting in Tally Erp-9

Companies Worked With:

Six Months work in Under CA (Arvind goyal & Associate) as an Assistant Accountant. (Main Market near Ton market Muradnagar) (April-2019 To Aug-2019)

1. Work as an Accountant. At M/s Kanupriya Print & Packers (Aug-2019 To Jan-2021)

Responsibilities:

1. Bank Statement Entry
2. Maintain Sale, Purchase, Expense & Journal Entry in Tally ERP-9
3. Prepare Receivable/ Payable Party's Reconciliation
4. Customer & Supplier Monthly Outstanding Follow ups

2. Work as an Accountant. At KRV Carriers India Pvt. Ltd (Jan-2021 To June-2022)

Responsibilities:

1. Maintain Sale, Purchase, Expense & Journal Entry in Tally ERP-9
2. Recording Day Book of Employee entry in Tally ERP-9
3. Prepare Receivable/ Payable Party's Reconciliation
4. Customer & Supplier Monthly Outstanding Follow ups
5. Recording Driver Imprest & Maintain Driver Salary

3. Work as an Accountant. At GS MOTORS (TVS) (June-2022 To Jan-2023)

Responsibilities:

1. E-Invoicing, Purchase Entry, Payment-Receipt- Expense Entry, Bank Reconciliation Entry and Bank Process, E-Way Bill Process, Debit-Credit Note Basic MS Excel Works.
2. GST Reconciliation.
3. Two Wheeler Insurance, P.A Process.
4. DMS (Dealership Management System) related Work, DMS Stock Transfer, DMS retail Invoicing.
5. Finance Payment Entry.
6. All sub-Dealers Vehicle Tally Billing.

4. Currently Working as an Accountant At YASHODA HOSPITAL & RESEARCH CENTRE (Jan-2023 To Present)

Responsibilities:

1. Maintain Sale & Journal Entry in Tally ERP-9
2. Bank Statement Entry in Tally ERP-9
3. Prepare Receivable Reconciliation (TPA PRIVATE&GOVT) Panels
4. Prepared Reconciliation Employs & Doctors Salary
5. All Bill Settled Process in Hospital Software Arrogya & HMS
6. Reconciliation Refunds & Discounts
7. Reconciliation Tds As Per 26As

PERSONAL DETAILS

Father's Name	:	Mr.Sanjay Goyal
Date of Birth	:	16 th March 2001
Marital Status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu
Language Known	:	Hindi & English

Date:.....

(Signature)

Place:.....

(Mayank)