

# Sahil Jatiya

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## Experience

### General Accounting

Best Roadways Limited • New Delhi  
05/2024 - 09/2024

- Performed party ledger reconciliation to ensure accurate financial records and resolve discrepancies.
- Assisted senior accountants in processing balance payments for hire vehicles, ensuring timely and accurate disbursements.
- Supported the maintenance of general expense vouchers for the branch, facilitating timely payment processing and proper record-keeping.

### General Accounting

SKYKING (I) TOURS AND TRAVELS PRIVATE LIMITED • New Delhi  
06/2021 - 08/2022

- Managed invoices, purchase records, and vendor communications to ensure smooth operations and accurate documentation.
- Reconciled ledgers for vendors and parties, ensuring timely financial reporting and payments.
- Handled daily accounting tasks and oversaw financial operations efficiently.
- Generated E-way bills to ensure compliance with transportation regulations

### Branch Operations

STC Parcel Service • Kolhapur (Maharashtra)  
05/2019 - 12/2019

- Managed record-keeping, billing processes, and resolved customer issues efficiently.
- Supervised daily operations, ensuring smooth logistics and timely handling of tasks.
- Addressed and resolved customer complaints to maintain satisfaction and service quality.

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## Skills

Accounting Software: Tally , Data Management: Microsoft Excel, Microsoft Word, Other: Familiar with computer operations

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## Education

### Bachelor of Commerce

Delhi University -SOL • New Delhi  
08/2023

"Achieved First Division in Bachelor of Commerce (B.Com) graduation."

### 12thPassed

Kendriya Vidyalaya • New Delhi  
03/2019

"Completed 12th grade in Commerce with Mathematics, securing 78.17%."

### 10th Passed

Kendriya Vidyalaya • New Delhi  
03/2017

"Successfully completed 10th standard with an 8.4 CGPA."

