

CURRICULUM VITAE

VISHAL

16/140/4, GALI NO. 11,
TANK ROAD, KAROL BAGH,
NEW DELHI-110005
Contact No. –9773520531
E-mail:- vnaagar11@gmail.com

OBJECTIVE:-

- Seeking opportunity of a strong pillar in a growing company, where I can offer my hard working spirit, excellent team work and strong inter personal skill and make feel the organization profitable and could ensure a good career for me.

EDUCATIONAL QUALIFICATION

S. No.	Standard	Board/University		Year
1-	10 th PASSED	CBSE		2012
2-	12 th PASSED	CBSE		2014
3-	B. Com.(P)	DELHI UNIVERSITY		2019
4-	M.COM	IGNOU UNIVERSITY		2022

EXTRA QUALIFICATION

- Tally ERP 9/Tally Prime
- M.S. Office (M.S. Word, M.S. Excel/Advance Excel)
- Done 1 year Diploma Course in E-Accounting from Oxford Software Institute.
- GST/TDS/INCOME TAX.
- BUSY/WEBTEL/GENIUS SOFTWARE.

EXPERIENCE

- 1 Year and 4 Month Internship at CA firm **CA BADAL GUPTA CO.**(As Account Assistant)
- 1 Year Experience as a Account Assistant with **CLIQTAX TECHNOLOGIES PVT LTD.**
- 1 Year Experience as a Account Assistant with **STAR FINVEST PVT LTD.**

WORKS UNDERTAKEN:

To Take Care of all official works consist of: -

- i) Basis Knowledge of GST.
- ii) Basis Knowledge of TDS.
- iii) Knowledge of E-Way Bill.
- iv) Knowledge of Bank Reconciliation.
- v) Knowledge of Party Reconciliation Debtors And Creditors.
- vi) Knowledge of GST R1 and GST 3B. (Data prepare & Filing)
- vii) Knowledge of account head and sub heads.
- viii) Vouching In Tally (Cash/Bank/Sales/Purchases).
- ix) Maintain Payment Register, Bank Deposit & RTGS Particulars.
- x) Maintain Bank Statement in Tally.
- xi) Knowledge of GST Registration.
- xii) Knowledge of Start-up Registration, TradeMark Registration, MSME Certificate,
- xiii) Invoicing.
- xiv) Manage and Maintain Files And Registers.

TYPING SPEED

- 20-22Words P.M in English

PERSONAL DETAILS:-

Date of Birth	:	16-January-1996
Father's Name.	:	Mr.Rajender Kumar
Marital Status	:	Unmarried
Religion	:	Hindu
Gender	:	Male
Languages Know	:	Hindi & English
Nationality	:	INDIAN

HOBBIES

- Fitness Enthusiastic

STRENGTH

- Positive and Creative Thinking
- Hardworking

PERSONALITY INFORMATION

- Ability to work in a fast paced Team Environment as well as focus on individual projects with set deadline.
- I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date : _____

Place: NEW DELHI

(VISHAL)