

AKSHAY

317, Jat Chowk,
Nangloi, New Delhi-110041.

Contact No : **7065555549**

E-mail ID : **Akshaygahlautjat05@gmail.com**

CAREER OBJECTIVE

To secure a challenging position in a reputed organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my capability and skills, while making a significant contribution to the success of the company.

EDUCATION

- Pursuing M.B.A (Finance Management & Marketing) From SVSU Merrut.
- B.A. Programme from D.U. 2020.
- 12th CBSE Board from Delhi 2017.
- 10th CBSE Board from Delhi 2015
- Computer Diploma from F-TEC Institute.

SKILLS :

Proficient in MS-Office, Tally ERP and Customized Account Management software.

EXPERIENCE

SANJAY V GUPTA & ASSOCIATES

March 2020 to till date:

- Working as an Accountant Assistant.
- Prepared GST, Income tax & TDS returns for various small and mid-sized firms.
- Daily posting in Busy & Tally, reconciliation of cash, sale, purchase and bank accounts.
Supplier's reconciliation.
- Created GST number and DSC (Digital Signature).
- Control and follow up of debtors and creditors.
- Prepare financial statements (Balance sheet) for companies.

PERSONAL DETAILS:

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|------------------------|---|--------------------------------|
| ➤ Date of birth | : | 17 th February 2000 |
| ➤ Father Name | : | Mr. Jai Singh |
| ➤ Nationality | : | Indian |
| ➤ Marital Status | : | Unmarried |
| ➤ Hobbies, Interests | : | Travelling & Listening Music |
| ➤ Linguistic Abilities | : | English, Hindi |