

CURRICULUM VITAE

Pradeep Verma

Aadhi Patty, Ward No. 32

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Objective

To seek a position in an organization that will offer me professional growth and opportunity to utilize and enhance my technical and analytical skills.

Qualification

- 10th Passed from RBSC, Ajmer (Raj.) in year 2013
- 12th Passed from RBSC, Ajmer (Raj.) in year 2015
- B.com Passed from M.G.S.U. Bikaner in year 2018
- M.com Passed (Business Management) from M.G.S.U. Bikaner in year 2019

Work Experience

1. One year work experienced as a Tally Marketing And Accounting at Dugar Polymer LTD. Vapi (Gujarat)
 - Daily sale-purchase transaction entry
 - Bank reconciliation statement
 - Stock checking
 - Customer relationship
2. Three year work experienced as an paid-assistance at Prajapat and Co. (Chartered Accountants) firm, Ladnun (Raj)
 - Filing of GST returns- GSTR-1, GSTR-3B and GSTR-4
 - Filing of Income tax returns
 - Prepare Statement of match-mismatch GST inputs
 - Matching of books data from GSTR-2A
 - General accounting
3. One year work experienced as a Accountant at Hills Cement Company Limited. Guwahti (Assam)



- Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Data Entry, Updating accounts, Compiling MIS reports
- Handling Petty cash.
- Handling Day to Day Accounting entries in Computer Accounting Software (Tally.ERP).
- Preparation of Invoices, Receipts and follow up.
- Preparation of Final Accounts of various entities.

Computer knowledge

- 6 Month certificate course RKCL from VMOU, Kota
- Tally Erp.9 & Computer Operating.
- Microsoft Mail Client - MS Outlook,
- Microsoft office (MS Word, MS Excel, MS Power Point), Internet.

Strength

- Hard Working
- Self Confidence
- Positive attitude

Personal Details

Name : Pradeep Verma
 Father Name : Nanu Ram Verma
 Date of Birth : 22/07/1996
 Nationality : Indian
 Marital Status : Unmarried
 Religion : Hindu
 Hobby : Listen Music, Traveling
 Language : Hindi, English

Declaration : The above information is correct to the best of my knowleged

Date:

Palace: Ladnun

(Pradeep Verma)

