

CURRICULUM VITAE

ASHISH AHUJA

P-83, Vijay Vihar, Uttam Nagar

New Delhi- 110059

Mobile No.-8377085957

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Career Objective:-

To attain the challenging position where I can regulate the multifunction of the Organization in the most effective and result oriented manner through my Knowledge and skill.

Educational Qualification:-

- High School from CBSE Board in 2016 with 6.4 CGPA
- Intermediate from CBSE Board in 2018 with 72%
- B.Com Programme from Delhi University in 2021 with First Division
- Pursuing M.Com from IGNOU in 2022

Additional Qualification:-

- E- Accounting. Diploma from “Envision Institute”

Experience:-

- Now working in SISCO WORLDWIDE LOGISTICS INDIA PVT. LTD. as an Accounts Executive Since July 2021 to till date.
- 1.5 Year worked In Alfa Therm Limited as an Accounts Assistance from Oct 2019 to March 2021
- Six month work experience in CA Adish Jain & Co. as an Accounts Trainee from Apr 2019 to Sep 2019

Job Profile:-

- Calculation of Tax- TDS /GST.
- Ensuring proper deduction of TDS on payment made to suppliers & contractors.
- Disbursement of Payments.
- Preparation of input registers for GST Return.
- Preparation of E-way Bill Portal Transactions
- Practical Knowledge of IT Tools
- Practical Knowledge of Advance Excel
- Practical Knowledge of Tally, Busy & Marg Software
- Practical Knowledge of DOCFA Logistics Software

Handling Accounts Department :-

- Preparation of Debtor's statement on weekly basis.
- Filling GSTR-3B, GSTR-1
- Preparation of Bank Reconciliation on daily basis.
- Preparation of Foreign Remittance
- Day to day Accounting Transaction in Tally.
- Making of Sales bill to the Party.

Computer & Accounting Knowledge:

- MS Office (Microsoft Excel, Microsoft Word, Power Point.)
- Tally ERP. 9 Software.
- Taxation, Income Tax, TDS, GST.

My Strength :-

- Good communication skills.
- Like to accept the challenges.
- Punctual & Honest.
- Hard Working and Positive Attitude towards Job.
- Highly Dedicated to Work

Personal Details:-

Father's Name	:	Mr. Narender Ahuja
Date of Birth	:	10-12-2000
Marital Status	:	Unmarried
Nationality	:	Indian
Gender	:	Male
Religion	:	Hindu
Languages Known	:	Hindi & English

Date

Place.....

(ASHISH AHUJA)