**CURRICULAM VITAE**

**Mobile No. 9716574817**

**Taruna Email: - taaruna23@gmail.com**

***Career Objective:-***

* To obtain a position in a team of accountant that will be utilize my skills & offer substantial career growth potential because of I want to contribute my experience to the accuracy of the accounts of company & gain something.

***Academic Qualification:-***

* 10TH passed from Board of School Education Haryana, in 2008.
* 12TH passed from Board of School Education Haryana, in 2010.
* B. Com (Pass) from School of Open Learning, Delhi University in 2014.

***PROFESSIONAL******ENHANCEMENTS:-***

* Six months diploma in financial accounting and taxation from **AKB institute of finance and management,** Nehru ground, Faridabad
* Six months computer course from **Gaur Institute**, Faridabad.

***IT SKILLS:-***

* Software Proficiency : MS-Word, MS-Excel, Tally 7.2 & ERP 9 ,Internet

***WORKING EXPERIENCE:-***

1. **One Year Nine Months exp. In ABACUS DESK IT SOLUTION PVT. LTD. as Accounts Executive cum Admin.**

***Job Profile:-***

* The daily entry monitored and recorded company expenses on Google Drive.
* Managed vendor Accounts, Generating weekly on demand cheques.
* Responsible for expenditure and collection transactions.
* Maintaining daily records and book-keeping.
* Maintaining Salary Records.
* Maintaining records of payment information.
* Calculate & Filling GST every month.
* Handling payroll of 35 employees
* Carrying out various banking functions like loans, online banking etc.
* Assist to C.A for ITR, GST & TDS Return.

**2. One Year Exp in CITY BOWL INDIA PRIVATE LIMITED as Account Executive.**

* Prepared Sales Invoices.
* Maintaining daily records and book-keeping.
* Bank & GST Reconciliation every month
* Enter stock in tally
* Entering daily voucher of water park

***Strenght:-***

* I believe in achieving the pinnacle success mainly due to hard work, diligence coupled with a high degree of honesty and unparalleled levels of confidence, which I believe is the key towards every challenge in organization.
* If I given a chance would go beyond company’s expectations to achieve the set goals.

***Personal Details:-***

Father’s Name : Mr. Meghraj

Address : House No. 215, Parvatiya Colony, N.I.T. Faridabad (Haryana).

Date of Birth : 23rd  August, 1993

Sex : Female

Nationality : Indian

Religion : Hindu

Marital Status : Unmarried

Languages Known : English & Hindi

Hobbies : Net surfing

***Declaration:-***

I hereby declare that all the statement made in these Curriculum Vitae are true, complete and correct to the best of my knowledge and belief. I assure that if I am given a chance to serve under your kind control, I will certainly come up to your expectations.

Date…………………

Place: **Faridabad.** **(Taruna)**