

SIMRAN GROVER

Account Executive

Phone: 9306421998

Email: groversimran03@gmail.com

Date of Birth: 12/03/2000

Gender: Female

Marital Status: Single

Address: H.No.-84, 4 Marla, Sonipat,
Sonipat, Haryana.

Nationality: India

Dedicated Account Executive with 1 year of Experience in managing client relationships. Proven ability to deliver exceptional customer services and support business objectives. Proficient in managing work pressure & communicating ideas clearly.

Work Experience

September 2022 **Assistant Accountant**

-
June 2023

S.K. Dhawan And Associates

Sonipat, Haryana

- Work on Tally Prime
- Entering the Sales Bills, Purchase Bills, Credit Note and Debit Note
- Maintaining Debtors & Creditors Report on Monthly Basis
- Preparation of Bank Reconciliation Statement
- Matching the GSTR 2A&2B
- Feeding of GSTR-1 & 3B

July 2023 -
Till Date

Account Executive

Colston Bath & Spa Pvt. Ltd.

Sonipat, Kundli, Haryana

- Work on Dial ERP and Tally Prime
- Billing and generate E-Way bills
- Maintain Stock
- Purchase and Sales
- Make insurance sheet in MS-Excel

Education

July 2019 -
June 2022

Commerce - G.V.M Girls College

Bachelor Of Commerce

Sonipat, Haryana.

Skills

Basic Knowledge Of Computer, Tally ERP, Tally Prime

MS-Office(Word, Powerpoint, Excel)

Passion For Constant Improvement

Team Player With Good Communication And Inter-Personal Skills

Accuracy And Attention To Details

Hobbies

Travelling

Listening Music

Referees

Available on Request