



Vishnu Pareek

Account Assistant with B.Com in Commerce skilled in Tally ERP, TDS Return, Bank Reconciliation, TDS Calculation, Voucher Entry, Purchase Entry, Sales Entry, Sales Invoice, Cash Voucher, Book Keeping, Vendor Reconciliation

GET IN CONTACT

Mobile: +91-9983107604

Email: pareekvishu997@gmail.com

PERSONAL DETAILS

- Total Experience 2 Years 0 Month
- Current Location Raipur
- Date of Birth Aug 10, 1997
- Gender Male

SKILLS

- Tally ERP
- TDS Return
- Bank Reconciliation
- TDS Calculation
- Voucher Entry
- Purchase Entry
- Sales Entry
- Sales Invoice
- Cash Voucher
- Book Keeping
- Vendor Reconciliation

LANGUAGES KNOWN

- Hindi
- English

PROFILE SUMMARY

Experienced Assistant Accountant with 01 years of experience providing administrative, clerical and project support to accounting departments. Enterprising, cost-driven and well-organized with good project management skills. Sophisticated understanding of accounting systems and procedures. Capable Accounting Assistant skillful in data collection and analysis with meticulous eye for detail. Known for strong general ledger accounting, account reconciliation and audit support. Expertise in job-related software.

EDUCATION HISTORY

Graduation

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| Course | B.Com(Commerce) |
| College | Maharaja Ganga Singh University, Bikaner |
| Year of Passing | 2018 |

Class XII

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| Board | Rajasthan |
| Medium | Hindi |
| Year of Passing | 2015 |
| Grade | 75-79.9% |

Class X

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|-----------------|-----------|
| Board | Rajasthan |
| Medium | Hindi |
| Year of Passing | 2013 |
| Grade | 70-74.9% |

WORK EXPERIENCE

Jul 2022 to Present

Account Assistant at Learning Spiral

Ensuring payments, amounts and records are correct. Working with spreadsheets, sales and purchase ledgers and journals. Recording and filing cash transactions. Controlling credit and chasing debt. Invoice processing and filing.