
CURRICULUM VITAE

AJAY VERMA
ADD. DHARUHERA
Distt-Rewari (HR)-
123106 Ph. No.-
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Objective

- To build a long term career in your profession with opportunities for career growth and To work in a challenging and highly motivate to apply my skills for the continual growth of the organization and to use my skills up to the best of my knowledge.

EducationalDetail

- **10th** from Govt. Sr. Sec. School **Dharuhera** affiliated by **HBSE, Bhiwani.**
- **12th** from Govt. Sr. Sec. School, **Dharuhera** affiliated by **HBSE, Bhiwani.**
- **B.COM** from Govt. Collage KHARKHARA Collage by **MDU Rohtak Haryana.**

Industrial Training and Visit

- **Working Skills as Accountant.**
 - a) Cash Management
 - b) Sales & Purchase Data Maintain in Tally.
 - c) Preparing tax **GSTR 3B, GSTR-1 & R-2 returns** Implemented new accounting (in GST) procedures and processes.
 - d) Maintain Computerized Books of Accounts like (Receipt, Sale, Purchase, Payment, contra entry, Journal Ledger, Bank Statement etc.)

- e) Reconciliation of Sundry Creditors & Debtors on monthly basis or as required.
 - e) f) Reconciliation of GSTR 2A and GSTR 2B on Monthly basis or as required.
 - e) g) E Way Registration and Generate E Way Bill on required E ,Apply Pan Card
 - e) h) GST Registration
 - e) i) Accounting and Inventory as per required
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EXPERIENCE

- Worked as Accountant **ASK Associates (CA Firm)** Dharuhera (Hr) since 10 June 2019 to till date.

Computer Skills

- Having good knowledge in Computer in MS-(MS Word, Power point.
- Internet, Browsing, Data Upload & Download, also mailing system.
- Good Knowledge of MS Excel.
- Good Knowledge of **Tally ERP 9** & **Tally ERP** Accounting software , GST tax & Accounting.

Strengths

- Confident with positive attitude and good team spirit and leadership skills.
- Quick learner and passionate for growth and success.

Hobbies

- Searching new things in Google.
- Reading Books & News Papers.
- Science Fact

Personal Detail

- Father's Name : HANSRAJ
- Date of Birth : 06/01/1998
- Sex : Male
- Languages : Hindi & English
- Marital Status : Unmarried
- Nationality : Indian

Self-Declaration

- I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Place: Dharuhera

Date:

Verma)

(AJAY
