

# ***CURRICULUM VITAE***

## **Neeraj Yadav**

77A/15 Mohini Garden Rajender Nagar Industrial Area

Sahibabad Mohan Nagar Ghaziabad 201007

U.P. 201007

Mob. No. 9818936607

Email: **neerajk121997@gmail.com**

---

### **Objective: -**

Seeking a career in accounting with a company, where I can apply my understanding, skill and knowledge to assist in the growth of the company and my personal development.

### **Accounting Skill:**

- Well versed with all the accounting concepts.
- Ability to work under pressure.
- Maintaining a good record of all accounts, which is understood by others.

### **Academic/ Professional Qualification:**

- 10<sup>th</sup> Pass from CBSE Board
- 12<sup>th</sup> Pass from CBSE Board
- B.Com from Swami Vivekanand Subharti University

### **Work Experience:**

- ✓ ✓ Armada Bazaar Pvt Ltd. Since 17 Feb 2021 to 11 Oct 2022 **Account Executive**

#### **Job Responsibilities:**

- Enter receipt and Payment voucher.
- Enter Posting of purchase & Sale. Bills.
- I handle imprest account and Reimbursement.
- I handle the payment of NEFT, RTGS, Fund Transfer Online
- I Manage the Vendor Payment Sheet.
- Enter TDS Entry like Rent, Commission, Professional Charges etc.
- Enter Passing Journal Entries & Expenses
- Daily basis bank statement update and suspense entry clear
- Basic knowledge of GST , TDS.
- Reconciliation of Bank Statement at the end of month
- Issue Debit Note, Credit Note
- Day to day cash & bank transactions
- Maintaining Books of Accounts
- Payment Activities

### **Computer Familiarity:-**

- MS Office- Word, Excel
- Tally Prime , Tally 9.0

## Work Experience:

- ✓ Catabatic Technology Pvt Ltd Since 12 Oct 2022 as as **Accounts Executive**

### **Job Responsibilities:**

- Payment update on Tally
- Tax Invoice Entred in Tally
- Bank Update on Tally
- Basic Knowledgw TDS And GST
- Salary Book on monthly basis

## Personal Traits:

- Confidence
- Willingness to Learn New Things
- Straight forward to work
- Quick Learner

## Personal Details

Date of Birth	:	12 <sup>th</sup> Jan, 1995
Farther Name	:	Mr. Madan Lal
Permanent Address	:	Mohan Nagar, Ghaziabad, U.P. 201007
Marital Status	:	Single
Language Known	:	Hindi & English.

Date :

Place :

**(Neeraj Yadav)**

