



Saurav Kumar Choudhary

Professional Goals

To work for a stable and dynamic organization which provides opportunities to apply my knowledge and skills towards to growth and achievement of both personal and organisation objectives.

Get in touch!

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Email:

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Present Address:

Sector 63, Noida , 201307

Permanent Address:

Basaha Mirzapur,
PS-Ashok Paper Mill, Darbhanga,
Bihar, Pin Code-847101

Work Experience

M. Sippy & Associates, Noida

Role: Senior Accountant (Aug 2018 to 08/04/2022.)

- Preparation & filing of monthly GST returns. Calculation of GST, online payment & return filing, GSTR 1, GSTR 3B , GSTR 2A reconciliation
- Recording of sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements.
- Maintaining accounting records, making copies, filing documents, etc.
- TDS return filling , correction for demand

Prateek Group Role: Executive(Finance & accounts) (09/04/2022 to Present.)

- Processed accounts payable and accounts receivable.
- Utilized a new Excel financial recording system to increase efficiency and accuracy.
- Communicated with customers to resolve outstanding payments and develop payment plans.
- Provided superior customer service to clients by addressing all questions and concerns.

Qualifications

Bachelor's of Commerce (2014)

Institute: M.M.T.M. Darbhanga, LNMU Darbhanga University
Percentage: 55%

Intermediate of Commerce 12th (2011)

School/Board: M.R.S.M. Darbhanga, BIEC, Patna Board
Percentage: 61.20%

Matriculation(2009)

School/Board: L.M. High School, Anandpur, BIEC, BSEB Patna Board
Percentage: 56%

Specializations

- Diploma In Computer Applications.
- Diploma In TALLY.
- Farvision.
- Microsoft Excel.
- GST Filing.
- GST RECO.
- TDS Filing,TDS Correction
- Bank Reconciliation.
- Tally ERP9 And Farvision & Webtel.

Languages Spoken

English(Intermediate)
Hindi