Profile Summary

* 5 years’ Experience in Financial Accounting, Audit of Financial Statements in Service & Trading Industry.
* A keen analyst & Finance advisor with a distinction of auditing, reviewing and addressing points that leads to a true and fair view of financial documents.
* Hands-on experience in filling income tax returns & preparing balance sheets & maintain a fair profit ratio for different business with Ratio analysis.

# Area of Expertise

# Planning and executing weekly analysis of transactions & monthly summary of expenses & sources of revenue

* Ensuring reclassification and reviewing of accounting to maintain accuracy of transactions & reporting of closing balances
* Presenting management reports on cost & benefit analysis , inventory turnover analysis and profit & cost variance analysis
* Controlling & maintaining current ratio, undertaking physical verification of inventory & assets and ensuring all assets are ensured at the correct value.

# Employment details

## May 2024-Till Present with Kotak Mahindra Prime Ltd. As a Operation Executive.

## Accountable for:

1. Preparing Detailed MIS & Reconciliation of Data of PAN UP
2. Maintaining of Records and day wise reports
3. Resolving Customer Queries and giving solutions on immediate basis

## Jan 2020-Apl 2024 with Biogenetic Drugs Pvt. Ltd.

## Key result Areas

## Accountable for:

1. Preparing monthly summary of inward & outward supply
2. Filling of GST Returns
3. Complete Accounting
4. Inventory Management
5. Maintaining Employee’s Attendance & their paysheet
6. Month wise calculating EPF & ESI

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# education

B.COM. From Lucknow University in 2012.

# Other it SKILLS

* Tally ERP9 from Tally Academy
* Command on (Busy Accounting Software)
* IT training (MS office & Mailing & PPT)

## Personal Details

Date of Birth: 19th July 1992

Nationality: Indian

Marital Status: Unmarried

Place : LUCKNOW (SHIVAM GARG)

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