

Tanwar Rajeev

E-MAIL

rajeev.tanwar88@gmail.com

PERSONAL DATA

Date of Birth : 12-01-1988

Father's Name: Shri M.L. Tanwar

Language : Hindi, English

Phone No. : +91-9315884506

+91-7503291736

Career Objective

To work for your esteemed organization long with my skill and conceptual knowledge by caring out my responsibilities with honesty and smart work.

ACADEMIC EDUCATION

- M.B.A(Finance) from Solan University 2015
- Graduation (B.A.) from Delhi University 2012
- Intermediate (Art) from Delhi Board, 2008
- High School from Delhi Board, 2006

SPECIALIZATION

- **Computer fundamental:-**

Basic, Windows, MS word, MS-

Excel, Power point, Internet,

Handel for MIS Sheets Ect.

Good Knowledge for Excel& Win Word:

(V-lookup, Pivot Table, Shorts Keys

- **Advance Accountancy:-**

Trial Balance

Profit Loss

Final Accounts

Balance Sheet Preparation.

- **Accounting Descriptions:-**

TDS Deduction for Contractor, Employee& Employer

26AS Matched with financially year.

E-Way bills Form Uploading.

Daily Purchase bills Entry in Tally & Maintained by Vendor Ledger

Daily Expenses Maintained by Tally.

Petty Cash Maintained by Tally.

Maintained Sale Details.

Maintained Purchased Details.

Monthly Salary Sheet Final With Bank Transfer Sheet Preparation.

Final TDs & TCs report submitted with Direct Compu Tax Software.

Company Handel Financial Limits with Banking Funds
(OD,CC,INVENTORUY)

- **Financial Accounting packages: -Tally ERP, 9 Prime.**
- **Specialization for Team Handle all works observes.**

QUAILITY SKILLS

Working with honesty.

- Capable to work with an organization with proper habits and manners.
- Maintaining books of Accounts in Tally Erp9
- All Types of Reconciliation such as Bank Reconciliation, Branch and Vendor Payable etc.
- Prepare data for Form GSTR 1, GSTR2A, and GSTR 3B & Inc-9.
- Prepare Monthly & Quarterly, TDS &TCS Report with Return file with Compu Tax Portal.
- Prepare monthly Profit & Loss Account Monthly Basis.
- Maintain Purchase and Sales in Tally Prime Erp9.
- Prepare all types of Incentive & Payout report (Accessories, Back Office, Sales and Other Staff as per company policy).
- Accounts Receivable & Accounts Payables.
- Corporate Exchange Claims reconciliation.
- Monthly Review of P&L of Showroom & Workshop.
- Handling Personal Books of Directors.
- Coordination with statutory auditors and resolve the audit queries.
- Calculation of GST, Preparation and submission of GST Returns.
- Calculation of Income Tax, TDs and filling of Reports.
- Team Handling 12 Members.

Company Profile: Sikka Kars Global Pvt Ltd
Authorized Hyundai & Renault Outlet
7th April-2023 To As on Working.
Manager Accounts

COMPUTER LETRACY

Good knowledge in Computer Application (MS-DOS, MS-OFFICE, WINDOW & INTERNET), Tally Prime

STRENGTH

Positive attitude, Punctuality, Self-motivation, Confidence, and Team work, Hardworking Never say die approach, Energetic & Honest.

A BRIEF

I am energetic, enthusiastic and painstaking. I may assure, if any opportunity is given to me, I will prove the worth of it.

Job Responsibilities:

Sale: -Sale Invoice preparation & Maintain Sale Register Maintain as per sales of goods, Sale tax, per vat, CST reconciliation & Sale tax report preparation for sale tax Office & Excise Department. (GST Preparation).

Purchase: -Purchase bill verification with GRN, Purchase bill entry in ERP system, purchase register preparation & Maintain, Purchase tax report.

Cash:- Cash voucher preparation in ERP system, Monthly cash transaction reconciliation with bank Statement Daily Cash Handel Within 30 Lakh To 2Crore, cheques, RTGS (Real Time Gross Settlement), NEFT (National Electronic Fund Transfer). Ect.

Name	Rajeev Tanwar
Fathers Name	Mr.M. L Tanwar
Date of Birth	12.01.1988
Sex	Male
Nationality	Indian
Marital Status	Married
Permanent Address	A-128 Near Arya Samaj Mandir Street No2 Harit Vihar Burari-110084
Languages Known	Hindi, English & Punjabi.

Other: - All type of documents reporting, all type of documents printing by ERP system, Inward& Outward register verification for Accounts

PERSONAL INFORMATION:-

DECLARATION: -

I solemnly, declare that the above information is true and correct to the best of my knowledge; I understand that if any information given above is found false or incorrect, my candidature is liable to be rejected.

Date:

Place: Delhi

Tanwar Rajeev
(Signature)