DOLY TYAGI

Noida, Uttar Pradesh

Phone: 9811901293

Email: hr@vittkushal.com

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Account Executive with 3 years of experience in financial accounting, GST support, billing operations, and bank reconciliation. Skilled in maintaining accurate financial records, preparing statutory reports, and supporting management with MIS reporting. Proficient in Tally Prime, Tally ERP 9, and MS Excel.

CORE SKILLS

- Financial Accounting & Bookkeeping
- GST Working & Return Assistance
- Bank Reconciliation (BRS)
- Ledger Scrutiny & Journal Entries
- Sales & Purchase Accounting
- Credit & Debit Note Preparation
- E-Invoicing
- MIS Reporting
- Tally ERP 9 & Tally Prime
- MS Excel (VLOOKUP, Basic Formulas)

PROFESSIONAL EXPERIENCE

Account Executive – RS Mart (2 Years)

• Managed day-to-day accounting transactions and bookkeeping.

• Recorded sales, purchases, and expense entries in Tally.

• Prepared and maintained accurate ledgers.

• Performed monthly bank reconciliations.

• Ensured proper documentation and compliance of financial records.

Account Executive – Mahadeva Associates (1 Year)

• Prepared E-invoices and recorded purchase transactions.

• Maintained ledger accounts and performed account reconciliation.

• Generated Credit Notes and Debit Notes.

• Assisted in GST calculations and return preparation.

• Prepared MIS reports for management review.

EDUCATION

Bachelor of Commerce (B.Com) – Chaudhary Charan Singh University (2025)

12th – UP Board (2022)

10th – UP Board (2020)

PERSONAL DETAILS

Date of Birth: 01 March 2003

Marital Status: Unmarried

Languages: Hindi & English

Nationality: Indian