RESUME

Name: - Shivam Bhargav
Address: -Sanjay Colony, Arthala, Mohan Nagar,
Ghaziabad, UP-201007
Email id: -hr@vittkushal.com
Mobile No: - 9811901293

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Junior Accountant at Arun Enterprises with 2+ years of experience managing financial records, regulatory standards. Skilled in Tally Prime 5.0, MS Excel, MS Word and GST return filings. Junior Accountant at Unique Journey Private Limited since May 2025, with experience in billing and invoicing using Tally Prime Edit Log. Skilled in maintaining daily accounting records, account reconciliation, and reviewing expense data. Knowledgeable in GST filing. Proven ability to streamline processes and reduce errors while supporting business growth.

CORE SKILLS

- Microsoft office (Word, Excel)
- GST (GSTR-1, GSTR-3B)
- Accounts Payable & Receivable
- Bank Reconciliation
- Tally Prime 5.0, MS Excel, MS Word
- Invoicing and billing
- Account reconciliation
- Journal entries
- Payment processing
- TDS Entry

PROFESSIONAL EXPERIENCE

Junior Accountant
Arun Enterprises, Sahibabad
January 2nd 2023 – April 10th 2025

- Maintained day-to-day accounting records.
- Processed payments and documents such as invoices.
- Supported in finalization of accounts.
- Created and maintained MIS reports for management.
- GST Filling Like:- GSTR-1, GSTR-3B.
- Reconciled bank statements and vendor accounts.
- Monthly prepare Salary sheet
- Salary payment
- TDS Entry

Junior Accountant
Unique Journey Private Limited,
Cloud -9, Vaishali, Sahibabad

- Billing Invoicing in Tally Prime Edit Log.
- Maintained day-to-day accounting records.
- Reconciled accounts and reviewed expense data.
- GST Filling Like:- GSTR-1, GSTR-3B

EDUCATION

I have Cleared 10th from Kailash Wati Inter College, Arthala, Ghaziabad (UP BOARD) in 2017 and 12th Shambhu Dayal Inter College, Ghaziabad (UP BOARD) in 2019 after that Graduation (B.com) Final Year Cleared from Shambhu Dayal Inter College, Ghaziabad (CCS University).

PERSONAL DETAILS

Current Location in Mohan Nagar Ghaziabad
Marital Status – Unmarried
Nationality - Indian
Language – Hindi/English

DATE:

PLACE: Ghaziabad

SHIVAM BHARGAV