RESUME

Rahul kumar
Address:-H.No.22,
Gali No.3,
Sanjay Colony Arthala,
Mohan Nagar,
Ghaziabad (U.P) 201007.
Mob. 9811901293,
E-mail. hr@vittkushal.com

OBJECTIVE:

Seeking a position to utilize my education, skills and abilities in a field that offers professional growth while being resourceful, innovative and flexible.

EDUCATION QUALIFICATION:-

- High School Passed form U.P. Board Allahabad in 2015.
- Intermediate Passed from U.P. Board Allahabad in 2017.
- B. Com Passed from CCSU Meerut 2023.

COMPUTER PROFICIENCY:-

- Basic Knowledge of Computer.
- Tally ERP 9.0
- Tally prime
- Busy

WORK EXPERIENCE

- 3.6 Year Experience V.P Nagar & co..
- 2.8 Years WORKING Ashoka & Mahashakti

Job Profile

- Bank Reconcile
- Vendor Reconcile
- Preparation of TDS Detail
- Purchase Bill Book In Tally / BUSY
- Sale Bill Book In Tally
- Preparaing Monthly Creditors/Debtors Details
- Book Keeping
- Record of Vendor Ledger
- Manage Day To Day Transactions
- Filling Return GSTR-1 & GSTR-3B

PERSONAL INFORMATION

Father's Name	:	Jai Prakash
Date of Birth	:	18-06-1999
Martial Status	:	unmarried
Sex	:	Male
Nationality	:	Indian
Language	:	Hindi

DECLARATION:

I hereby declare that all the information given above is mentioned true and correct to the best of my knowledge & belief.

Place - GHAZIABAD **(Rahul kumar)**