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| RESUMEKIRANDEEP PARHARContact Information: ***Address****:*  **A-983,Saraswati Gali Mandawali**  **New Delhi-110092**  **Contact No. 9205816492**  ***9716207922***    **Email:**  ***Kirandeep729@gmail.com***  Personal Profile:  ***Date of Birth: 27TH, Sept ,1991***    ***Sex: Female***  ***Height :5”***  ***Nationality: Indian***  ***Religion: Sikh***  **Marital Status**: Un**married**    ***Languages Known*: *English,Punjabi, Hindi*** | Career Objective:  ***To pursue a career in an organization which provides a work environment with full of challenges & opportunities for learning and also serve as a platform for professional and personal growth of its people & pursue a progressive career in corporate field.***  Professional Qualification:  Knowledge of Accounting & Taxation.  ***Working In shared computer environment***  ***MS Office, MS Excel, MS Word***  ***Tally version 9***  ***Busy Software***  Working Experience:- *4 yrs*   * ***From Oct, 2015 to till date, “DIVINE SOLUTIONS PRIVATE LIMITED” as an Accounts Clerk*** * ***From Feb,2012 to September,2015 with “MIRAGE EXCLUSIVE” Accounts Assistant***   Present Occupation:  ***Presently working with “DIVINE SOLUTIONS PRIVATE LIMITED” at Greater Kailash Part-01,New Delhi-110048***  Company’s Profiles:  ***Deals in Import and Export of Sanitary Goods***  Qualification:   * + **M.COM from IGNOU 2016**   + **B.Com From University of Delhi 2013**   + **12th passed from Central Board of Secondary Education.**   + **10th passed from Central Board of Secondary Education.**     JOB PROFILE:  **In “DIVINE SOLUTIONS PRIVATE LIMITED”**  **Undertaken following task**   * ***To Maintain Vouchers /Voucher journal in co-ordination with official auditor*** * ***Vendor Reconciliation*** * ***Bank reconciliation*** * ***Daily accounts & Imprest Voucher maintenance.*** * ***Reconciliation of Branch Account & Cost Center.*** * ***Checking of Vendor bill and release the payment*** * ***Bank Loan Interest Calculation***. |
| ***Interests and Hobbies* :**  ***Visiting New Places, Long Traveling, To make New friends Interacting with people, Cooking, Teaching Students.*** | * ***Debtors accounting monitoring and reconciliation***   IN MIRAGE EXCLUSIVE   * ***Vendor Bills Verification/Checking*** * ***New jonnies, attendance, over time, incentive etc*** * ***Vendor Reconciliation*** * ***Preparing the final pay register*** * ***Processing full & final of resigning*** * ***Maintaining ledgers of the Debtors and Payment Collections.***   PERSONAL STRENGTHS:  ***Confidence, Polite, Goal Oriented, Positive Thinker, Trust Worthy, Hard Working, Punctual, Ambitious, Responsible, Open & Positive Minded.***  HOBBIES :   * ***Listening Music, Watching Movie, Playing Football, Searching Internet and Meeting with new people.***   Declaration:  **I confirm that the information provided by me is true to the best of my knowledge and belief.**  Date :  Place : (KIRANDEEP PARHAR*)* |