CURRICULUM VITAE

**HUKAM CHAND**

**ADD.** H. No. 9/2698, Street no.17,

Kailash Nagar, Gandhi Nagar,

Delhi - 110031

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**OBJECTIVE**

To take a challenging role on business operations as Business Analysis and give an efficient and effective solution that will help the organization to achieve the best

solution in business and ultimately increase its productivity in market.
Seeking a career in accounting with a company, where I can apply my Understanding, skills and knowledge to assist in the growth of the company and my personal development.

**EDUCATIONAL CREDENTIALS**

* **PROFESSIONAL CREDENTIAL**
* **B.Com** (correspondence) from UNIVERSITY OF DELHI (DU) Passed in 2014.
* **Persuing Mcom** From **IGNOU**.
* **ACADEMIC CREDENTIAL**
* **12th** from Central Board of Secondary Education **(CBSE)** Delhi passed in 2009.
* **10th** from Central Board of Secondary Education **(CBSE)** Delhi passed in 2007.

**COMPUTER SKILLS**

* **Operating System :** Window xp. Window7, Windows 98, 2000.
* Accounting Software : Tally 7.2 & Tally erp9, BusyWin 3.9, BusyWin 12.0.
* Basic : Microsoft Office, Internet fundamentals,

 Google,Yahoo,Gmail,Orkut etc .

* Taxation : e-filling Return Income Tax ,Sales Tax,TDS,

 Sound Knowledge of Service Tax,

**ACCOUNTING SKILLS**

* Well versed with all the accounting concepts.
* Responsible for complex interaction with clients.
* Ability to work under pressure.
* Ready to handle complexity and ambiguity.
* Able to understand any minor or major mistakes in accounts.
* Maintaining good record of all accounts, which is understood by others.

**ORGANISATIONAL EXPERIENCE**

* Working as Accounting Executive in Chartered Accountants Firm, Delhi. Since 09th May, 2010 – 7th July, 2014.
* Currently Working as Accounting Executive in Chartered Accountant Firms, East Delhi. Since 1st August 2014 to till date

**TRAINING**

* Have one year under training Chartered Accountants Firm . Delhi. Since 15th April 2009 – 30th April, 2010.
* Have Three Month Under Part Time Basis Traning Direct & Indirect Taxses From R.K. Accounts & Taxation Institute,Rohini Delhi.

**JOB RESPONSIBILITY**

* Reviewing, compiling and financial information.
* Completing all the activities on sane day without keeping any pending works.
* Using different types of accounting software.
* Maintain Customer ledger, day Book, Petty Cash Book, and daily Stock Consmption**.**
* Inventory adjustment, Purchase, Sales, Send Courier & check Bills,Book Typing & Scanning
* Inventory adjustment, Contra, Receipt, Payment, Journal, Making Bills, Debit & Credit Memo
* Bank reconciliation, Party Reconciliation , and Monthly Bank Od stock Summary
* Office internal Auditing and External Auditing.
* Finalization Trading Profit & Loss Account Balance Sheet, Depreciation chart As Per Companies and Non Companies Act.
* Individual, Partnership and Corporate Accounting.
* Sound Knowledge Of Service Tax

**PERSONAL TRAITS**

* Confidence
* Willingness to Learn New Things
* Good communication skills
* Straight forward to work
* Quick learner

**KEY SKILLS & ATTRIBUTES**

* Good communication and interpersonal skills.
* Target oriented personality and well committed towards the tasks assigned.
* Know how of the latest technological developments happening in and around the world.
* Don’t like to keep pending work.
* Honesty.
* Hard Working Ability.
* Punctuality.

**HOBBIES**

* Learning about the latest technologies and their future prospects.
* Listening Music, travelling, interacting with different circles of people.

**PERSONAL INFORMATION**

Father’s Name : Sh.Fakir Chand

Date of Birth : 31st October,1991

Sex : Male

Marital Status : Single

Language Known : English, Hindi

Nationality : Indian

Permanent Address : H.No.9-/2698, Street no.17, Kailash Nagar, Gandhi Nagar,

 Delhi - 110031

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge .

**Date: [HUKAM CHAND]**

**Place: Delhi**