

MAHESH SINGH NAYAL

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Professional Summary

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, Seeing 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.

Skills

MS-DOS, Window (98, 2000) MS Office, Excel, PowerPoint,
One year Computer Course from ICE Sahibabad.

Work History

Accounts Assistant

Videocon Industries Ltd

06/2010 to Current

- Working in Tally ERP-9
- Controlling credit and ensuring debtors pay time.
- Reconciliation of direct debits and finance accounts.
- Ensuring all payments amounts & records are accurate.
- Working with journals, sales and purchase ledgers and spreadsheet.
- Process payments and documents such as invoices, journal vouchers and statements.
- Verifying calculations working with the Accounts systems.
- Making Service Tax Reports.
- Preparing TDS Reports.
- Making Customers Rent, Maintenance and Electricity Bills.
- Prepare reports on accounts payable and accounts receivable.
- Process the payable invoices weekly.
- Prepare monthly reports Verification of bills & reconciliation of total turnover.
- Maintain cash transaction & petty cash book, preparing cash.

Billing Commercial Executive

SES Technologies Ltd

01/2006 to 03/2010

- Working on JMD ORACLE software
- Generating Invoices.
- Handling Receipt of Material, Reverse Stock and Stock Transfer.
- Handling Petty Cash
- PDC Cheque Punching and Depositing in Bank.
- Keeping Records of Form 21.
- Making Challans and Checking of incoming Materials of Goods Received.
- Entry Daily Material Stock and Billing of Suppliers
- Preparing Pending Order Status for follow up for earliest delivery.
- Co-ordinate with Stores, Account Dept. and other internal department.
- Maintaining all the records of purchase orders indent etc.
- Quarterly Physical stock taking and verification.
- Perform daily entry of accounting and weekly perform checking and updating.
- Mail the invoices to the regarding clients.
- Maintaining the official files.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Enter posting of purchase, sales, payment, receipt collection & journal voucher

Education

B.Com (Pass) from Sikkim University.
12th Passed from CBSE (Delhi Board).
10th Passed from CBSE (Delhi Board).

Personal Qualities

- Self Confidence
- Willing to Learn new things
- Straight Forward to work
- Quick Learner

Personal Details

Father's Name : Shri R.S. Nayal
Date of Birth : 17th November, 1986
Marital Status : Married
Nationality : Indian
Strengths : Honest, Hard working & Able to handle the responsibilities.
Hobbies : Play Cricket, Reading Books, & Listening Music.

Date:

Place: Sahibabad

(Mahesh Singh Nayal)