**CURRICULUM VITAE**

**NAME**-VISHAL JAIN

**ADDRESS**-B.5,SHAKUR PUR, DELHI-110034

**MOBILE**-07503586517

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**SYNOPSIS:-**

* A very competent professional with 4 years and 3 months of experience in Accounts with exposure in all the field of Computer Application including ERP packages.

**PROFESSIONAL ASSIGNMENTS:-**

* Maintaining of Income and Expenditures status with the help of Tally.ERP9.
* Maintaining of Daily Bank Reconciliation.
* Maintaining working capital details on yearly basis.
* Maintaining internal branch transfers details on periodically basis as per guidance by seniors.
* Maintaining staff advances on monthly basis and coordinates with HR regarding deductions.
* Handling books of accounts till finalization with seniors.
* Coordinates in Internal Audit of Bills, Fixed assets, Banking transactions, Daily routine business etc.
* Maintaining of expenses payables, expenses in advance records on monthly and on yearly basis.
* Coordinates with HR team regarding branch staff salary payments, their advances and deductions on monthly basis.
* Coordinates with ADMIN. Team regarding branch rent payments, rent dues and rent advances on monthly basis.
* Managing multiple files with the help of advance excel tools like lookups,ifs etc.
* Managing mutiple types of data with the help of excel tools like pivots etc.

**EXPERIENCE :-**

* Working with **HBN CREDIT COOPERATIVE SOCIETY LTD.** as an **SR.ASSISTANT** from May 2014 to Sep 2016.
* Worked with **HBN DAIRIES AND ALLIED LTD.** as an **ASSISTANT ACCOUNTS** from June 2012 to April 2014.

**WORKING RELATIONSHIP:-**

* Reporting to Manager about work.
* Working relationship with HR Team, Audit Team, Operational Team etc, regarding work.

**ACADEMIC QUALIFICATION:-**

* Per suing **MBA(FINANCE)** from **ICFAI University**.
* **CERTIFICATE IN BUSINESS BASICS** from **ICFAI University.**
* Graduate **(B.COM)** from **Delhi University** in year 2014.
* **CA-CPT** cleared with 60% marks.
* **CA-IPCC** appeared.
* **INTERMEDIATE** from **CBSE** with 80% marks.
* **MATRICULATION** from **CBSE** with 80% marks.

**PROFESSIONAL QUALIFICATION:-**

* Accounting Software-TALLY.ERP9.
* Ms-Office.
* Internet Handling.
* Good Knowledge of TAXATION i.e. vat, service tax, income tax, custom duty, excise duty.
* Advance excels tools like pivots, lookups, ifs etc.

**PERSONAL DETAILS:-**

* Father's Name Mr. Mukesh Chand Jain
* Mother's Name Mrs. Anita Jain
* DOB 29 December,1992
* Language known English ,Hindi
* Nationality Indian

**DECLARATION:-**

* I hereby declare that all of the above details are correct as per my knowledge.

**Place:-**DELHI **VISHAL JAIN**