

CURRICULUM VITAE

Ratan

Block C-16 New Moti Nagar, New Delhi

Delhi-110015

875 027 5834

ratankoli000@gmail.com

OBJECTIVE

Enthusiastic and eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Clear understanding of languages. Motivated to learn, grow, and excel in the accounting field.

SKILLS & ABILITIES

- Microsoft Office (Word, Excel, PowerPoint)
- Advance Excel (Performing Pivot table, VLOOKUP, HLOOKUP)
- Compu Office
- Excel Knowledge of Tally Prime and Basic Knowledge of Busy

WORK EXPERIENCE

Account Assistant

Accountant at **Mohit V Kumar & Co.** from March 2022 to November 2023.

RESPONSIBILITIES:

- Managing day-to-day accounting transactions in Tally.
- Prepare GSTR1, GSTR 3B, GSTR-9 and filing GST Returns.
- Reconciliation of monthly and yearly GST returns with books in Excel.
- Make TDS/TCS payments every month and prepare TDS/TCS return at computax.
- Preparing SOA i.e., Statement of Amount outstanding to debtors for collection of payments.
- Filing E-Way bill for transportation purpose.
- Filing EPF and ESI monthly return.
- Preparation and Finalization of balance sheet so it can be helpful in tax audit.

Accountant

Ridhi Construction from Dec, 2023 to Till.

RESPONSIBILITIES:

- Managing day-to-day accounting transactions in Tally.
- Enter daily purchase bills and make payment by cheques.
- Bank Reconciliation
- Reconciliation of monthly and yearly GST returns with books in Excel.
- Reconciliation of TDS in Excel for filling the TDS return.

EDUCATION

Completed 10th in 2019.

Completed 12th in 2021.

Graduate(B.Com) From Du Sol in 2025.

INTERESTS

Video games

Movies and listening Songs

DECLARATION

I hereby solemnly affirm that all information furnished above is true to the best of my knowledge and belief.

Date:

Place: