

Key Skills

- ✓ GST RETURNS & PAYMENT
- ✓ GST RECONCILIATION
- ✓ TDS CALCULATION
- ✓ TDS PAYMENT
- ✓ 26AS RECONCILIATION
- ✓ SALES INVOICE
- ✓ PURCHASE INVOICES
- ✓ E-WAY BILL
- ✓ E-INVOICING
- ✓ ESI RETURN, EPF RETURN
- ✓ TALLY PRIME
- ✓ ACCOUNTS PAYABLE
- ✓ ACCOUNTS RECEIVABLE
- ✓ BANK RECONCILIATION
- ✓ BRANCH RECONCILIATION
- ✓ VENDOR A/C RECONCILIATION
- ✓ VENDOR PAYMENTS
- ✓ DELIVERY CHALLAN
- ✓ PETTY CASH BOOK

LANGUAGE KNOWN

HINDI, ENGLISH & MAITHILI

Personal Details

SON OF : BRAHAMDEV MANDAL
DOB : 18th APRIL 1999
GENDER : MALE
HOBBIES : TRAVELLING
ADDRESS : ASHOK VIHAR (DELHI)
NATIONALITY: INDIA

Ghanshyam Mandal

Accounts Executive

Mob : +91-8969698459

Email : ghanshyamnk77@gmail.com

Profile Summary

I have more than four years of experience as an Accounts Executive with a focus on transactions, reconciling discrepancies, and ensuring the accuracy of financial records. I possess skills in Microsoft Office, and Tally Prime applications. I have a proven track record of working both independently and collaboratively.

Educational Qualification

B.Com (LNMU Darbhanga)

I.Com (BSEB Patna)

Matric (BSEB Patna)

Technical Skills

Tally Prime

MS Excel

MS Word

Work Experience

GARG BUILDERS (Accounts Executive) Nov-2019 to Till

Nature Of Work & Responsibility:

GST Returns, GST Reconciliation, TDS Details Preparation

TDS Payment, Accounts Payable, Accounts Receivable,

Sales Invoice, Purchase Invoices, ESI Return, EPF Deposit

Bank Reconciliation, Branch Reconciliation, Vendor Payments

Vendor Accounts Reconciliation, Delivery Challan, Petty Cash

DECLARATION

I hereby declare that all the above information is true and correct to the best of my knowledge and belief.

DATE:

PLACE: NEW DELHI

(GHANSHYAM)