

Gaurav Agrawal



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CAREER OBJECTIVE

- Seeking a responsible position in an organization where I can use my knowledge and skills for the growth and success of the organization and my career.

AREAS OF INTERESTS

- Finance, Accounting, Taxation and Audit

PROFESSIONAL QUALIFICATIONS

- MBA - Finance & International Business 2016 - 2018 Teerthanker Mahaveer University, Moradabad
- CS Executive - Module 2 2013 - 2015 The Institute Of Company Secretaries Of India, Bareilly Chapter (DropOut)
- CS Executive - Module 1 2012 - 2013 The Institute Of Company Secretaries Of India, Bareilly Chapter (Passed in 1st Attempt)

ACADEMIC QUALIFICATIONS

- B.COM 2009 - 2012 Damyanti Raj Anand Government College, Bisauli
- 12th - Commerce 2008 - 2009 Vidya Mandir Inter College, Ujhani
- 10th - Commerce 2006 - 2007 Ram Niwas Sharma Inter College, Bisauli

SUMMER INTERNSHIP / TRAINING

- Undergone a **45 Days Work Shop Training of SAP Business One 8.8 Software** from **7th March 2018 to 21st April 2018** at Teerthanker Mahaveer University, Moradabad.

Learning Outcome: Administration, Financials, Opportunities, Sales (A/R), Purchasing (A/P), Business Partners, Banking, Inventory.

PROFESSIONAL EXPERIENCES

- Audit & Accounts Executive (**From 5th June 2019 to 10th Dec. 2019**) at Garg Financial Management Consultants Pvt. Ltd., New Delhi

Working Details:

- Working on Tally.ERP9 Accounting Software

- Checking Day Book on Tally.ERP9
- Reconcile Bank Statement
- Preparing Vendor / Party Reconciliation Statement
- Preparing Branch Reconciliation Statement
- Recording the transactions related to Sales, Purchases, Contra, Journal and Receipts or Payments on Tally.ERP9
- Recording the transactions related to Debit & Credit Notes, Delivery or Receipts Notes on Tally.ERP9
- Creating Purchases & Sales Orders on Tally.ERP9
- Working on Computax Software
- Posting TDS Entries or Posting TDS Challan Entries on Computax and Verify it via OLTAS on Computax
- Submitting Downloading requests of Bulk Form **16A** and Form **16** via Computax Software or Downloading and Validate it with Digital Signature
- Doing Cross Checking of Data in Detailed manner that is Prepared on Excel Sheet or Imported from different Softwares Tally.ERP9 and Computax with Original Data that is according to different Laws and is a Part of Our Compliances etc.

I.T. SKILLS

- Computer Proficiency in MS Office 2010 : MS Word, MS Excel, MS PowerPoint, Outlook & Net Savvy
- Accounting Software : TallyPrime, Busy 21, Marg ERP 9+

PERSONAL DETAILS

Father's Name	Shri Ramesh Chandra Agrawal
Date Of Birth	06 th September 1990
Marital Status	Single
Languages Known	Hindi, English
Permanent Address	Moh. Sahukara Near Shiv Durga Manokamna Mandir, Bisauli <u>Dist.:</u> Budaun (UP) - 243720

I hereby affirm that the information furnished above is true and correct.

Date:

Gaurav Agrawal

Place: