**CurriculumVitae**

**ROHIT KAMBOJ**

**Vani Vihar Adhoiwala**

**Raipur Road Dehradun UK**

Email : [rkumarkamboj1@gmail.com](mailto:rkumarkamboj1@gmail.com)

Mobile No : +91-7895871889

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**OBJECTIVE:-**

Seeking a challenging position in an organization and gain experience into field to grow with the organization and achieve its goal.

**ACADEMIC QUALIFICATION:-**

* Graduation (B.COM) from HNB Garhwal University.
* Intermediate from ISC Board.
* High School from ICSE Board.

**ADDITIONAL QUALIFICATION:-**

* Qualified CIA+ Course (Certified Accountant) from (ICA).

**PROFESSIONAL QUALIFICATION:**

* Analytical Skills.
* Handling various accounts.
* Knowledge of accounting tools.
* Accounts management.
* Knowledge of general accounting procedures.
* Knowledge of GST.

**KEY SKILLS:-**

* Good command over calculations.
* Keen observer.
* Quick Learner
* Loyal towards work duties.
* Good communication skills

**ADDITIONAL SKILLS:-**

* Experience with Enterprise Resource Planning (ERP).

**COMPUTER KNOWLEDGE:-**

* Well versed in use of MS Office (MS Word, MS Excel (Advance Excel ) and MS Power point).
* Internet Savvy.

**EXPERIENCE:-**

* Three Year Working Experience in Corporate Sector under CA firm.
* Three year working Experience in TaTa motors.
* Currently working M

**KEY RESPONSIBILITIES HANDLED:-**

* Enter posting of Purchase, Sales, Payment, Receipt collection and Journal voucher.
* Verification of bills and Reconciliation.
* Bank,Debtors and Creditors Reconciliation.
* Maintain cash transactions and Petty cash book.
* Day to day cash transaction and bank transaction.
* Preparing outstanding list of debtors and making payment follow-up.
* Reconciliation of bank statement at the end of the month.
* Experienced in Payroll in tally .
* Review Payroll Compliances, PF & ESI Calculation Verification.
* Assisting in internal and statutory audit and making books finalization.
* TDS, EPF, ESI and posting the entries and making of TDS summary report.

**PERSONAL INFORMATION:-**

Father’s Name :Mr.SanjayKamboj

Date of Birth :10/05/1992

Gender :Male

Marital Status :Unmarried

Nationality :Indian

Languages Known :Hindi and English

**DECLARATION**

I hereby state that the information furnished above to best of my belief.

Date :

Place :

Rohit Kamboj