**Curriculum Vitae**

**Ankit Shrotriya**

**R-43 a –karamyogi enclave kamla nagar Agra**

**Mail ID:** ankyshrotriya@gmail.com

**Contact No:** 9012808118

**Career Objective :**

To establish a global career which offers challenges and growth with opportunities to enrich my knowledge and skill while contributing my best towards the growth of the organization?

**Summary :**

Responsible for all Accounting related work like Prepare Gst with ITC Report & filed 3b Gstr1 through Gst portal ,Filed Tds in Monthly Basis & prepare Tds return Sheet in quarterly basis, Having Experience in Internal Auditing & External Auditing, invoice feeding, Cash transactions report per day basis,Salary Esi Pf challan,

**Experience Summary :**

**Organization** : MGRS AUTOMOTIVES PVT LTD (VOLKSWAGEN DELARSHIP)

**Location : AGRA (Uttar Pradesh)**

**Period : SEP 2010 TO MARCH 2014**

**Position : Asst. Accounts Executive**

**Key Responsibilities :**

* To handle cash and manage all day to day accounting process in company
* To make list debtors and creditors list day to day process
* To make report day to day cash processing
* To make day to day billing related processing
* To maintain revenue report day to day
* To maintain monthly exp report
* To maintain monthly target report
* Having knowledge vat & service

**Organization** : MAGUS PRO CALL DIALOG LTD (HOMESHOPING INDIA LTD

**Location : NOIDA (Uttar Pradesh)**

**Period : June-2014 TO December 2016**

**Position : Asst. TALESALES PROFILE FOR 6 MONTH**

**MOVE TO ACCOUNTING EXECUTIVE PROFILE IN SAME COMPANY**

**Organization** : RBA FINANCE PVT LTD

**Location : Agra**

**Period: Current working since April 2017**

**Position: Accountant**

* To Create & check day to day Vender working progress
* To make list debtors and creditors list day to day process
* To Responsibilities for cash branch report
* To create month wise profit and loss branch report
* To maintain bank reconciliation report in monthly report
* Making payment for vendor, dealer borrower
* To maintain monthly exp report branch wise
* To maintain monthly target report collection and revenue department
* Month wise TDS TAX PAYMENT and update Tds Return filing in quarterly basis
* GST WORKING manually 3B,GSTR1,,Monthly basis in GST Portal
* Sales turnover detail matching Report year ending with GST portal
* preparation of salary sheet and ESI PF challan and file to esi pf Portal
* Balance Sheet finalization instruction basis with CA
* Financial year closing instruction with senior department

**Software Tools Used :**

* TALLY 9.ERP
* MS WORD MS EXCEL
* CMS (Content Management System)
* Jaguare softwere

**Educational Qualifications :**

* Master of Commerce in 2010 with an aggregate of 56%
* Bachelor of commerce in 2008 with aggregate of 59%
* SSC in 2005 with an aggregate of 66%.
* HSC in 2003 with an aggregate of 64%.
* Computer Accounting 1 year certification Course

**Personal Profile :**

**Name: Ankit Shrotriya**

**Father’s Name: Radhey shyam Goswami**

**Date of Birth: 27-01-1988**

**Gender: Male**

**Marital Status: married**

**Nationality: Indian**

**Declaration :**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the Responsibility for the correctness of the above-mentioned particulars.

Name Ankit Shrotriya