

Curriculum Vitae

Pardeep Gupta

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OBJECTIVE :-

Seeking a Challenging career in a Dynamic and professionally managed organization, looking forward to position where I can contribute to the organization and achieve growth in my personal career also.

Technical Qualifications:-

- One year Diploma/Course in Accounts in GRAS Academy.

Academic Qualification:-

- B.com (Pass) From MD University.
- 12th Pass H.B.S.E with 64 % Marks.
- 10th Pass H.B.S.E with 73% Marks

Working Experience:-

Exp. in Accounts, Store & Purchase..

- Pooja Forge Ltd (01 Aug 2015...Till)
- Indian Die Company (01 Dec 2014 to 13 July 2015)
- S. B Syscon Pvt. Ltd (Mumbai) (01 Jan 2014 to 25 Nov 2014)

Working Proficiency:-

- Day to Day Entry in Microsoft Dynamics NAV ERP, Tally ERP9, Receipt, Payment, Journal, Contra etc.
- Preparation & Monitoring Creditor Payable Report on Monthly Basis.
- Preparation & Monitoring Debtor Payable/Receivable Report on Monthly Basis.
- Purchase Bill Passing & Vendor Payment with Cheque.
- Bank Reconciliation & Party Reconciliation and Creditor Reconciliation.
- Reconcile vendor statements, Research and correct discrepancies.
- Maintain Accounts ledger by verification and posting account transactions.
- Maintain Accounts to ensure Payment are up to date.

- Maintain Vendor files & Purchase voucher file.
- Enter and Upload Invoice into System.
- Prepare cheque and Process Electronic Transfers and Payments.
- Provide Supporting Documentation for Audits.
- Research and Resolve Invoices Discrepancies into System.
- Maintain Confidentiality of Organizational Information.
- Other A\C Report as per Requirement of the Management
- Purchase material (consumable, electrical, chemicals and other) from supplier's minimum price FBD, Delhi and other state.
- Preparing Purchase order or GRN, Bill passing & posting in Microsoft Dynamics NAV ERP on daily basis.

Additional Activities:-

- Participation in the Presentations, Debates and Quiz Competition as School level.

Skills & Abilities:-

- Positive attitude
- Adaptability to situation
- Dedicated to hard worker
- Flexible within changing environments
- Reliability and willingness to learn

Personal Detail:-

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|------------------|---|------------------------------|
| ➤ Father Name | - | Ayodhya Prasad Gupta |
| ➤ D.O.B | - | 19-04-1991 |
| ➤ Marital status | - | Married |
| ➤ Hobbies | - | Reading Books, Listing Music |
| ➤ Nationality | - | Indian |
| ➤ Sex | - | Male |

Faridabad

Date:-

(Pardeep Gupta)