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| RESUME KIRANDEEP PARHAR Contact Information:***Address****:***A-983,Saraswati Gali Mandawali****New Delhi-110092****Contact No. 9205816492** ***9716207922*****Email:*****Kirandeep729@gmail.com***Personal Profile:***Date of Birth: 27TH, Sept ,1991******Sex: Female******Height :5”******Nationality: Indian******Religion: Sikh*** **Marital Status**: Un**married** ***Languages Known*: *English,Punjabi, Hindi*** | Career Objective:***To pursue a career in an organization which provides a work environment with full of challenges & opportunities for learning and also serve as a platform for professional and personal growth of its people & pursue a progressive career in corporate field.***Professional Qualification: Knowledge of Accounting & Taxation. ***Working In shared computer environment*** ***MS Office, MS Excel, MS Word******Tally version 9******Busy Software***Working Experience:- *4 yrs** ***From Oct, 2015 to till date, “DIVINE SOLUTIONS PRIVATE LIMITED” as an Accounts Clerk***
* ***From Feb,2012 to September,2015 with “MIRAGE EXCLUSIVE” Accounts Assistant***

 Present Occupation:  ***Presently working with “DIVINE SOLUTIONS PRIVATE LIMITED” at Greater Kailash Part-01,New Delhi-110048***Company’s Profiles:***Deals in Import and Export of Sanitary Goods***Qualification: * + **M.COM from IGNOU 2016**
	+ **B.Com From University of Delhi 2013**
	+ **12th passed from Central Board of Secondary Education.**
	+ **10th passed from Central Board of Secondary Education.**

 JOB PROFILE: **In “DIVINE SOLUTIONS PRIVATE LIMITED”****Undertaken following task*** ***To Maintain Vouchers /Voucher journal in co-ordination with official auditor***
* ***Vendor Reconciliation***
* ***Bank reconciliation***
* ***Daily accounts & Imprest Voucher maintenance.***
* ***Reconciliation of Branch Account & Cost Center.***
* ***Checking of Vendor bill and release the payment***
* ***Bank Loan Interest Calculation***.

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| ***Interests and Hobbies* :** ***Visiting New Places, Long Traveling, To make New friends Interacting with people, Cooking, Teaching Students.*** | * ***Debtors accounting monitoring and reconciliation***

IN MIRAGE EXCLUSIVE* ***Vendor Bills Verification/Checking***
* ***New jonnies, attendance, over time, incentive etc***
* ***Vendor Reconciliation***
* ***Preparing the final pay register***
* ***Processing full & final of resigning***
* ***Maintaining ledgers of the Debtors and Payment Collections.***

PERSONAL STRENGTHS:  ***Confidence, Polite, Goal Oriented, Positive Thinker, Trust Worthy, Hard Working, Punctual, Ambitious, Responsible, Open & Positive Minded.***HOBBIES : * ***Listening Music, Watching Movie, Playing Football, Searching Internet and Meeting with new people.***

 Declaration:**I confirm that the information provided by me is true to the best of my knowledge and belief.** Date : Place : (KIRANDEEP PARHAR*)* |