

Tarun Kathuria

Accounts Executive

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Summary

To secure a responsible career opportunity to fully utilize my knowledge, training and skills while making a contribution to the success of the company.

Work Experience

Account Executive

Tax Solutions

March, 2022 - March, 2024

- To Finalise books of accounts (financial statements including balance sheets, profit & loss account).
- Filed IT returns & GST returns.
- Regularly meet quotas, goals and other forms of client expectations.
- Consistently meet project deadlines.

Marketing Executive

Flair Pens Ltd.

July, 2021 - January, 2022

- Interacted with the Retail Owners, Showing the available range of products and drive the sales thereafter.
- Created the business opportunity and launched the distributors available in the Market.
- Attended Business meetings for the company's as well as the Individual Growth

Customer Care Executive

Teleone Pvt. Ltd

August, 2020 - January, 2021

Interacted with Customers over the phone to sell them Astrological and Herbal products. •Assisted the Customers in Solng their queries regarding the products sold.

Content Writer Cum Backend Executive

Trade India.com

August, 2015 - November, 2019

- Writing an Effective Product description and update the useful information about products considering the SEO guidelines.
- Uploading the paid profiles of registered companies and listed their products on the business portal.

Education

B.A

University of Delhi

June, 2010 - June, 2013

Senior Secondary

CBSE

April, 2007 - June, 2008

High School

CBSE

April, 2005 - June, 2006

Skills

Account Management

Data Mangement

Content Editor

Adaptability

Critical Thinking

Ms office (Word, Excel, Ppt)

Problem Solving

Performance Optimization

Client Communication

Organisational Skills

Languages

English

Fluent

Hindi

Fluent

Punjabi

Fluent