

Kashish Singhanian

123 Basant Gaon , Vasant Vihar New Delhi-110057

Male | 25 Years | English, Hindi

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Summary

Looking forward to working in a challenging position in a reputable organisation where I can learn new skills, broaden my knowledge, and apply what I've learned. Create value for my prospective employer through my dedicated and diligent efforts.

Professional Experience

● Experience as an Assistant Accountant in Prompt Accountancy (CA Firm) (Dec '22 - Jul '23)

- 1. Maintain all records like Vouchers, Receipts, Bills, and Payments.
- 2. Handling Day-to-Day Accounting
- 3. Update daily Purchase and Sales
- 4. Update Bank Statements.
- 5. Process journal entries and perform accounting corrections to ensure accurate records

● Experience as a Receiving Assistant in Taj City Centre (Aug '23 - Mar '24)

- 1. Issue store to an existing outlet
- 2. To procure items as per the requirement
- 3. To make purchase order
- 4. Inventory of store items on monthly basis
- 5. Receive items as per the requirements and to check quality and quantity

Academics

- Bachelor's In Commerce (DELHI UNIVERSITY) 2021
- Senior secondary (CBSE - 2018)
- Secondary (CBSE - 2016)

OTHER QUALIFICATIONS :

- 1 year Diploma in E-accounting from Oxford Software Institute
- 1. Advance Excel
- 2. Tally.Erp 9 & Prime
- 3. Busy
- 4. SAP
- 5. Microsoft Office

Key Skills

● **Business Skills:** Good Networking Skills, Team Handling, Adaptable, Approachable, Quick Learner, Well Versed Interpersonal and Communication skills.

● **Technical Skills:** Microsoft Office, Advanced Excel, Tally Erp 9 and Prime , orion, Busy software, Emailing.

● **Personal Information**

Father's Name : Mr. Mahender Singh

Occupation : Govt. Servant

Nationality : Indian

Religion : Hindu

Date of birth : 25-06-1998

I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief.
