

CURRICULUM VITAE



DIMPI KASHYAP

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CAREER OBJECTIVE

My career objective is to get a good professional job in a reputed company to enhance knowledge, learning and skills to reach at a good position.

PROFESSIONAL EXPERIENCE

COMPANY DETAILS:

EMPLOYER'S NAME: 360 PROPGUIDE LLP

DESIGNATION: Account Executive

DURATION: Aug 2022 to Currently.

❖ **360Prop Guide LLP** Real Estate Services was established in 2018. It is a sales marketing Company.

Responsibilities:

- Manage all accounting Transactions.
- Bank Reconciliation Accounts payable and receivable.
- Ensure timely bank payments, Calculating Taxes .
- Accounting of day to day transactions
- Preparation of Salary.
- Bank related work NEFT, RTGS, online Payments & Preparing Cheques etc
- I have good knowledge of Tally Prime, Tally Erp, Excel, Ms word.
- Preparation of Bank Payment vouchers, Cash Payment vouchers & Journal vouchers in Tally
- Allocation of Expenses in cost Center in Tally
- Preparation GSTR 1, reconciliation GSTR2A , GST payment ,GST TDS Returns
- Cash Reconciliation, branch reconciliations, credit card & collection summary reconciliations
- Follow up with clients for payment

EMPLOYER'S NAME: A&M PRINTER

DESIGNATION: Account Executive

DURATION: Jul 2021 to Aug 2022.

❖ **A&M PRINTER** is a printer company.

- Manage all accounting Transactions.
- Handle monthly, quarterly and Annual Closings .
- Reconcile accounts payable and receivable.
- Ensure timely bank payments, Calculating Taxes .
- Accounting of day to day transactions.
- Purchase Entry, Knowledge of making Label for Dispatch of Material, Filing of Voucher, Purchase Bills, Sale Bills etc.
- Preparation of Salary.
- I have good knowledge of Tally Prime, Tally Erp, Excel, Ms word.
- Bank related work NEFT, RTGS, online Payments & Preparing Cheques etc.
- Preparation of Bank Payment vouchers, Cash Payment vouchers & Journal vouchers in Tally
- Allocation of Expenses in cost center in Tally
- Follow up with clients for payment

EMPLOYER'S NAME: Cogent E Service Company

DESIGNATION: Tele Caller

DURATION: Apr 2019 to Dec 2019.

- ❖ **Cogent E Service Company** Communications is a multinational internet service provider based in the United States.

- Handling inbound calls against a follow up list resolving queries regarding the product or service provided.

EMPLOYER'S NAME: Mahi Global Service

DESIGNATION: Account Assistant

DURATION: Jan 2017 to Feb 2018.

- ❖ **Mahi Global Service** Communications Food Provider Company.

- Manage all accounting Transactions.
- I have good knowledge of Tally Prime, Tally Erp, Excel, Ms word.
- Preparation of Bank Payment vouchers, Cash Payment vouchers & Journal vouchers in Tally
- Preparation of Salary and making Register.

EDUCATIONAL QUALIFICATION

- Graduation B.sc From Agra University (Hathras) in 2017.
- High School from CBSE Board (Delhi) in 2011.
- Intermediate from UP Board (Aligarh) in 2014.

COMPUTER PROFICIENCY

- Basic knowledge
- Proficient with Microsoft Word, Excel.
- Wrote, edited and formatted documents on Microsoft Word.

STRENGTHS

- Positive attitude, Hard working.
- Enjoy working with deadline.
- Possesses good communication skills.

WORKING POLICY

- Open to learning, new thoughts and perspectives.
- Work with best efforts.
- Ability to work in all kind of conditions.

HOBBIES

- Listening Music.
- Working On Computer.

PERSONAL INFORMATION

Father's Name : Mr Shyam Sunder
Date of Birth : 21-Apr-1996
Marital status : Unmarried
Nationality : Indian
Language : Hindi & English
Address : Plot No.183/6, Vaishali sec -6, Near Aarogya Hospital Vaishali
Ghaziabad U.P- 201010

DECLARATION

The information presented in this resume accurately reflects my qualifications and experience.

Date:

Place: