

Curriculum vitae

Name - Kamaldeep
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Gmail -
Kamaldeep1234r@gmail.com



SKILLS

Microsoft Excel 2010 - Editing ranges, Creating unique formulas, Editing chart details, Using pivot tables, Formatting existing graphs, Vlookup etc.

Microsoft Word - Creating designs or mock-ups for printed materials, Formatting documents, Proofreading with Microsoft tools, Incorporating graphs etc.

SAP - Accounts Management, Inventory Management, Material Management.

Tally Erp 9 - Computerized Accounting, Book Keeping, Managing Journal, Ledger, Trial Balance, Balance Sheet, Auditing.

Typing Speed - 45-50 wpm

EXPERIENCE

Feb-2018 - Feb-2019
Accounts Assistant

Hawkins Cookers Ltd

- ✓ Managing Books of Accounts.
- ✓ Preparation of Journal, Ledger, Trial Balance, Balance Sheet.
- ✓ Income Tax Audit.
- ✓ GST Audit.
- ✓ Filing of Income tax returns.

Sep-2020 - June-2022
Assistant Accountant

CA Sahil Pabbi & Co.

- ✓ Managing Books of Accounts.
- ✓ Data Entry of Accounts in Tally Erp.
- ✓ Preparation of Journal, Ledger, Trial Balance, Balance Sheet.
- ✓ Income Tax Audit.
- ✓ GST Audit.
- ✓ Filing of Income tax returns.
- ✓ Managing CA Reports.
- ✓ Managing Project Reports.

June-2022 - Currently
Working
Cashier/Reporter

Transguard Group LLC

Cash management or handing cash, Managing Foreign Currency. Data entry of all documents of CDM, ATM and other all types of cash machines in the microsoft excel as per standard formats. Preparation of all the reports related to cash transactions in CDM, ATM, Parking machines, MBME machines, Money Exchanges, Malls etc. Dealing with Stock management of cash. Coordination with bank coordinators.

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
Matriculation	Pseb	72	2015
Commerce	Pseb	72	2017
Bachelor of Commerce	PU Chd	66	2020

ADDITIONAL PERSONAL INFO

Address	Musaffa M-33 16th st, Abu dhabi
Languages	English, Hindi, Punjabi
Date of Birth	01/01/1999
Marital status	Single
Nationality	Indian
Religion	Sikh
Passport	U9006229
Gender	Male

CERTIFICATIONS

1. Computerize Accounting. 2. Basic Computer Course.

OBJECTIVE

Seeking a challenging position in [industry/field] where I can utilize my [skills/experience] to contribute to the success of the company.

INTERESTS

Accounts Management, Cash Management, Logistics & Godown management.

DECLARATION & SIGN

I hereby declare that all the information given above is true and correct to the best of my knowledge.

