

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
Accountant

CA Sahil Pabbi & Co.

- ✓ Managing Books of Accounts.
- ✓ Data Entry of Accounts in Tally Erp9.
- ✓ Preparation of Journal, Ledger, Trial Balance, Balance Sheet.
- ✓ Income Tax Audit.
- ✓ GST Audit.
- ✓ Filing of Income tax returns.
- ✓ Managing CA Reports.
- ✓ Managing Project Reports.

23-June-2022 - Currently
Working
Accountant

Transguard Group LLC

1. Maintain accurate accounting records, including journal entries, accounts payable, and accounts receivable.
2. Deliver support in the preparation and analysis of financial statements.

3. Perform monthly bank and account reconciliations to ensure 100% accuracy of company and bank records.
4. Process 400+ AR cash application transactions on a daily basis.
5. Skilfully utilize the company's accounting software to maintain accurate records of daily transactions.
6. Work with vendors, clients, and staff to verify transactions valued at AED200K.
7. Managed a variety of accounting tasks, such as preparing vouchers for all transactions, maintaining books of accounts, and formulating daily and weekly reports.
8. Prevented catastrophic accounting errors through close attention to detail and consistent willingness to double and triple check work to ensure 100% client satisfaction.
9. Conducted reconciliation of income statement and balance sheet accounts for newly acquired subsidiary and services company.
10. Performed month-end reconciliations of accounting records to resolve discrepancies and ensure compliance and integrity.

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. Computer Course.

OBJECTIVE

Seeking employment with a company where I can use my talents and skills to grow the company.

INTERESTS

Accounts Management, Computerize Accounting, Cash Management, Finance.

DECLARATION & SIGN

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

