

CAREER STATEMENT: Seeking an intellectually stimulating and demanding position to groom my skills with full dedication and commitment to gain more challenging responsibilities in the organization.

SUMMARY OF EXPERIENCE: Professional with 7 years of experience in Accounting, and Team Management.

ACADEMIA

- ∞ Graduation B.Com from HNB Garhwal University, Deharadun in 2011
- ∞ Post graduation MBA From Gurukula kangri University , Haridwar 2013

CAREER SCAN

M/S Axis Medi Solutions
Designation: **Account Executive**

From April 2016 to Till Date.
Location: Ramnagar, Uttarakhand

- Preparation Cash, Bank vouchers Preparation.
- Preparation of sale invoice computerized.
- Enter the Sales bill.
- Enter the All purchase Voucher.
- Reconciliation of Debtors & Creditors Account Statement.
- Preparation the Debit & Credit Note.
- Prepare GST MIS & RETURN.
- Prepare Sale tax cases.
- Releasing of payment to vendors through cheque, Transfar, RTGS, NEFT.

M/S Uttranchal Pulp & Paper Mill Pvt Ltd
Designation: **Account Executive**

From June 2015 to March 2016 .
Location: Munate, Uttarakhand

- Preparing MIS Reports & other statements with a view to apprise management of the process credit and Assist in critical decision-making process.
- Look all the work of issuing of TDS, VAT, EXICES, MIS 'C' Form, Form 16, and Form '11' the suppliers of the Company.
- Proficient in generating reports by using Software like Tally ERP 9.0 & MARG, Mandi Samiti, Logistic , MS Office

Company Profile : Established in the year 2008 at Manglore in Uttarakhand, Uttranchal Pulp & Paper Mill Pvt. Ltd. Is a well-known manufacturer, exporter and supplier of kraft paper and tissue paper with iso 9001:2008 certification

➤ The market with numerous clients in india and bangladesh and a turnover of about Rs. 90 crores

M/S. Panchwati Prayogshala Pvt Ltd

Designation: **Accounts Officer**

Uttarakhand

From April 2013 to May 2015.

Location: Bhagwanpur,

- Look all the work of issuing of TDS certificate, 'C' Form, Form 16, and Form '11, to the suppliers of the Company.
- Maintain the return of Sales Tax
- Voucher entries in accounting software **Tally 9.0 , MARG**
- Cash disbursement and planning.
- Salary made to employees.
- Making Purchase order as per Quotation from various suppliers.
- Updating cash /bank./Journal Vouchers on daily basis
- Handling Petty cash.
- Daily updating sales order.
- Bank reconciliation.

Company Profile : **Panchwati Laboratories Pvt Ltd. Is an ISO 9001:2008, 22000:2005& GMP Certified Company.**

The main product of this company is syrup,oils, aloeras juice ,tablets, chyawanprash, honey, Ispagulahusk granules(Biocon India Limited), Naturally Sweetener.

M/S. GPHQ BEG&Center

Designation: **Accountant**

From Dec2010 to July-2011

Location: Roorkee , India

- Maintaining clients account & Ledger
- Reporting to Team Leader.
- Maintain stock , sales
- Deals with more than 3000 customers

PERSONAL DETAILS

Name : Nikunj Tyagi
Father's Name : Late Radheshyam Tyagi
Date of Birth : 23rd-May 1989
Marital Status : Married
Languages Known : English & Hindi

Reference: Reference can be provided on request.

Nikunj Tyagi

