CURRICULUM VITAE

Diwam Gaur
Village- Vahelana, Rashmi residence
Muzaffarnagar-251003
E-mail Id: diwamgaur21@gmail.com
Contact#9568058758

Career Objective:

To Co-ordinate with senior and fellow colleagues to attain the organizational goals. I have the ambition to attain growth in my career with honestly, truthfully, and dedication, by executing the duties entrusted to me.

Professional Experience:

- Working as Accounts Manager in M/s Vrinda Stone Crusher From July 2017 to Till Date
- Worked as Jr. Accountant in M/s Meenakshi associates ("AA" Class Government Contractor)from 06th October To January 2017
- Worked as Accountant in M/s Om Singh and Company from February 2013 To October 2014

Profile: Vrinda Stone Crusher

Responsibility for 2 Branches

- Maintain Records and Recheck All the Site Sales and Expenses
- Maintain books of accounts and ledgers in TALLY as well As well Manual
- Prepare profit and loss and balance sheet for both branches
- Vendor and customer reconciliation
- Cash Handling
- Cash Books maintain and Cash Report Send to head office daily Basis.
- Prepare various types of MIS (Net sale, stock summery etc.)
- Responsible for preparation of GST return (GSTR-1 , GSTR-3B)
- Prepare salary sheet
- Responsible for preparation invoice for transport firm
- Maintain stock summary for transport firm
- Preparation of payment voucher and maintain the ageing list
- Maintain day to day Accounts & reporting Head office on time to time
- Other job as assigned by the seniors to achieve team targets

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Educational Qualification:

- B.Com from C.C.S. University Meerut with 2nd Div 2010
- M.Com from C.C.S. University Meerut with 2nd Div 2012
- LL.B. from C.C.S. University Meerut with 1st Div 2015

IT Exposure

- **Diploma in Computer Operator And Programming Assistant**
- **Diploma in Tally ERP 9 from M.S.M.E. Govt. Enterprises**

Achievements

- Registered Advocate in ALLAHABAD BAR COUNCIL

Ability and strength

- I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake.
- My strongest assets I believe in my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure

Personal Details:

- **Father's Name:** Sri Mahesh chand sharma
- **Permanent Add:** Vill+post – Vahelana, Dist – Muzaffarnagar
- **Date of Birth:** 09/07/1990
- **Language:** English, Hindi
- **Nationality:** Indian
- **Marital Status:** Married
- **Hobbies:** Playing Chess
- **Personal Traits:** Self Confident and good in public relations.

I hereby solemnly declare that the information above furnished is correct to the best of my knowledge and belief.

DATE: .....

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(DIWAM GAUR)

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