

GAUTAM KUMAR MEHTA

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+91 7888725596

House No.6971 Street No.1 New Janta Nagar Durga Nagar
Ludhiana- 141003 (Punjab)



Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting. I seek challenging opportunities where I can fully use my skills for the success of the organization.



Experience

Parveen K Mahendru Tax Planner

10/04/2002 - 09/09/2007

Computer Operator/Data Entry

1. Operate Computer.
2. Posting Journal Entries.
3. Updating Financial Statements.
4. Maintaining Accounts Receivable and Accounts Payable.
5. Paying Monthly Payroll & Preparing Financial Reports.

New Mahindra Saddle Works (Manufacturer of 2 Wheeler Auto Parts)

15/09/2007 - 10/08/2014

Accounts/Data Entry

1. Operate Computer.
2. Manage the Accounting Transactions.
3. Publish Financial Statements in Time.
4. Ensure Timely Bank Payments.
5. Reconcile Accounts Payable and Receivable.

Gautam Enterprises (Manufacturer of Kids Bicycles)

01/09/2016 - 25/03/2022

Owner



Skills

Knowledge of operating
Computer/Accounts/Fast
Typing/Computer Data
Entry/Microsoft
Word/Microsoft office & Store
Keeper



Interests

Hard Working

Cricket

Gyming

Travelling



Languages

Punjabi/Hindi/English



Personal Details

Date of Birth : 01/08/1982

Marital Status : Married

Nationality : Indian Passport
: Y2682757

Gender : Male

Usha Bikes (Manufacturer of Kids Bicycles)

10/04/2023 - Active

Accounts/Data Entry

1. Operate Computer
2. Handle Monthly, Quarry & Annual Closings.
3. Cash Collect & Record Keeping.
4. Reporting Financial Statements.
5. Post Journal Entries.



Education

From Punjab State Education Board

March 1998

10th Pass From H.B Model High School Street No.4
Grade.B