

# Akshay Chaturvedi



## Contact

### Address:

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Dubai, UAE

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### Date of Birth

27<sup>th</sup> Jan 2004

## Languages

Hindi

English

## Hobbies

- Travelling
- Watching Movies
- Football

## Visa Details

Visa Status- Visit Visa

Visa Expiry- 20/06/2024

## Summary

To work in a challenging & dynamic environment and to keep value adding for the organization which I will serve and represent myself to contribute to the best of my abilities

## Skill Highlights

- Tally ERP
- Maintain All Voucher
- MS Office
- Communication
- Bookkeeping
- Teamwork
- Innovative
- Service-focused
- Attention to Details
- Time Management

## Experience

### Chartered Accountant Firm- Mathura (U.P. India)

#### Junior Accountant – 1 year

- Updating and maintain accounts in Tally ERP
- Passing journal entries/adjustment entries in Tally
- Prepare bank reconciliation and maintaining other banking records.
- Maintain day to day books of accounts in Tally.
- Monthly allocation of various expenses like rent/trade license/insurance/other expenses
- Reconciliation of vendor SOA with company books of account
- Clearing all dues of Supplier's the payment

## Education

- 10<sup>th</sup> passed from CBSE board in 2020.
- 12<sup>th</sup> passed from CBSE board in 2022.
- Pursuing in B.COM (2<sup>ND</sup> Year) from Vrindavan

## Certifications

Diploma in Computer Professional Accountant (DCPA), from Mathura