

Vinod Pariyar

17/1 SECTORE-B Nagin Nagar Opp.Amit Floor Mill Indore

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Objective:-

To pursue a professional career with a company where my individual excellence and knowledge base is utilized to contribute to company's growth and where I am given Challenging opportunities to develop my skills.

Currently Working :- Harda Indore Roadways

Duration – 01 March 2022 to Till Date

Designation:-Accountant

Work Experiences:-

Company Profile: –**SHUBHRIDDHI AGRIFOODS PRODUCTION PVT.LTD (JAORA)**

. This company is a wheat flour mill company. It also serves as Refined Wheat Flour, Multi Grain Atta, Sharbati Atta and much more

Duration – 05 April 2021 to 30 June 21

Designation:-Accountant

Job Responsibility

- ⇒ Preparing Vouchers Bills Staff Workers Advance & Salary Statement in Office Level.
- ⇒ Day to day entries in computerized Accounts of office in tally rep package.
- ⇒ Maintaining Petty cash of the company in Office level.
- ⇒ Reconciliation of bank Statement.
- ⇒ Reconciliation of sales, Purchase on daily basic
- ⇒ Reconciliation of sunder Debtors and sunder Creditors Ledgers statement. Receipt/ Payment Voucher's etc.
- ⇒ Day to day Reconciliation of sales & Purchase with outstanding query.
- ⇒ Making monthly Attendance Registers
- ⇒ Maintain all register for monthly attendance.
- ⇒ Tally GST Working and Audit level working.

Work Experiences:-

Company Profile: –**DCNPL PVT LTD** . This company works as a real estate company selling residential township and Property.

Duration – 05 June. 2019 to 20 March 20

Designation:- Accountant

Job Responsibility

- ⇒ Preparing Vouchers Bills Staff Workers Advance & Salary Statement in Office Level.
- ⇒ Day to day entries in computerized Accounts of office in tally rep package.
- ⇒ Maintaining Petty cash of the company in Office level.
- ⇒ Reconciliation of bank Statement.
- ⇒ Reconciliation of sales, Purchase on daily basic
- ⇒ Receipt/ Payment Voucher's etc.
- ⇒ Day to day Reconciliation of sales & Purchase with outstanding query.
- ⇒ Making monthly Attendance Registers
- ⇒ Maintain all register for monthly attendance.
- ⇒ Tally GST Working Audit level

Company Profile: –Hotel South Avenue. This company is a hotel company and works as a stay and restaurant bar.

Duration – 10 July. 2011 to 05 May 2019

Designation:- Accountant

Job Responsibility:

- ⇒ Preparing Vouchers Bills Staff Workers Advance & Salary Statement in Office Level.
- ⇒ Day to day entries in computerized Accounts of office in tally 9 & Tally erp package.
- ⇒ Maintaining Petty cash of the company in Office level.
- ⇒ Reconciliation of bank Statement.
- ⇒ Reconciliation of sales, Purchase on daily basic
- ⇒ Receipt/ Payment Voucher's etc.
- ⇒ Day to day Reconciliation of sales & Purchase with outstanding query.
- ⇒ Making monthly Attendance Registers
- ⇒ Maintain all register for monthly attendance.
- ⇒ Before GST Applicable Monthly Working Sales Tax, Service Tax, and Others Tax.
- ⇒ Tally GST Working Audit level

Company Profile: – Digvijay Communication & Network Pvt Ltd. This Company a part of Telecom Company Manufacturing of Tower Errection, Installation & Galvanizing.

Duration – 28 October 2004 to 15 June.2011

Designation:-Accounts Assistant.

Job Responsibility:

- ⇒ Preparing Vouchers Bills Staff Workers Advance & Salary Statement in Office Level.
- ⇒ Day to day entries in computerized Accounts of office in tally 9.
- ⇒ Maintaining Petty cash of the company in Office level.
- ⇒ Reconciliation of bank Statement.
- ⇒ Reconciliation of sales, Purchase on daily basic
- ⇒ Receipt/ Payment Voucher's etc.
- ⇒ Day to day Reconciliation of sales & Purchase with outstanding query.

- ⇒ Making monthly Attendance Registers
- ⇒ Maintain all register for monthly attendance.

Academic Education

- ⇒ B-COM III DAVV
- ⇒ 10+2 (Commerce) M.P Board Bhopal.
- ⇒ 10th (All Subject) M.P Board Bhopal.

System Awareness

Operating Systems : Windows (95, 98 2000, XP,)
Accounting Package : Tally 5.4/ 6.3/ 7.2, 9, Tally ERP 9, ERP Software
Word Processors : Ms Word (2003 & 2007)
Spread sheets : Ms Excel (2003 & 2007) Good Command
Other Exposures : E- Mail, Internet, Computer Hardware Knowledge

Personal Details

Date of Birth : 14 Feb 1981
Gender : Male
Marital Status : Married
Father's Name : Late Mr. D.B Pariyar
Mother's Name : Late Mrs. Tuka Devi Pariyar
Language Known : English, Hindi
Hobbies : Listening classic song & Playing Games

Declaration

I hereby declare that the particulars given above are true, complete and correct to best of my knowledge.

Date:

Place:

(Vinod Pariyar)