

Arun Saini

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Objective:

To be associated with a progressive and professional organization with challenging and responsible opportunity to utilize my strength and skills towards organization and for my personal growth.

Education

- 2017 M.Com from Hindu College Moradabad
- 2014 B.Com from Hindu College Moradabad
- 2009 12th from Chitragupt Inter College UP Board
- 2005 10th from S S Inter College UP Board

CERTIFIED IN E-ACCOUNTING & E-TAXATION FROM SLA CONSULTANTS INDIA

Key Skills

Possess practical knowledge of Net Banking like NEFT/ RTGS payment

- Excel (Formulae, Pivots, Charts, Lookups Etc)
- Bussy ERP ,Tally 7.2, Tally ERP9.
- TDS, Payroll.
- Preparation of Bank Reconciliation, Balance Sheet, Profit & Loss A/c.
- Reconciliation of bank accounts.
- GST

Work Experience

- One year experience in Orientbell Pvt Ltd Delhi as Assistant executive in finance department
- Six month experience in JSK & Company CA Firm as senior accountant .
- Currently working in GBL ALTAIR PVT LTD (VOYLLA FASHION)

Hobbies & Interest :

- Positive attitude, Enthusiasm, Self-confidence.
- Ability to understand new concepts quickly and convert them into effective results.
- Easily adaptable to new environment and new people.
- Always on the lookout for more challenges.

Personal Details

• Father's Name	: Mr. Chandra Sen Saini
• Date of Birth	: 17/12/1990
• Marital Status	: Married
• Nationality	: Indian
• Languages Known	: Hindi ,English

Declaration

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

Date:

Place:

Signature