



# ARUN SHRIVASTAVA

## ACCOUNT EXECUTIVE

### About Me

Hardworking employee with customer service, multitasking and time management abilities. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

### My Contact

- arun201291@gmail.com
- +918279838580
- Agra, Uttar Pradesh

### Hard Skill

- MS OFFICE (WORD, ADVANCE EXCEL, OUTLOOK)
- GOOD KNOWLEDGE OF TALLY PRIME
- KNOWLEDGE OF SAP BUSINESS ONE

### Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Time Management

### Education Background

- DR. BHIMRAO AMBEDKAR UNIVERSITY  
Masters Of Commerce (M.com)  
Completed in 2015
- DR. BHIMRAO AMBEDKAR UNIVERSITY  
Bachelor Of Commerce (B.com)  
Completed in 2012

### Professional Experience

#### **YTT GROUP (FORMERLY KNOWN AS O.P. CHAINS GROUP) | ACCOUNTANT / APRIL-24 TO TILL DATE**

Key responsibilities:

- Record & Maintain all the entries of day to day business transactions.
- Prepare TDS Return, Payment Of TDS etc.
- Account Payable/Receivable, Financial reporting.
- Prepare GSTR-1 & Reconcile Purchase with GSTR-2B.
- Data entry in SAP like sale, purchase, banking etc.

#### **NRL CARS PVT. LTD. | ACCOUNT EXECUTIVE APRIL 2023 – APRIL-24**

Key responsibilities:

- Record & Maintain all the entries of day to day business transactions like sale, purchase, payment, receipt, credit note & debit note etc.
- Completed reconciliations of various accounts including petty cash, credit cards and bank accounts.
- Reconcile monthly sale with SAP and check E-Invoicing with Tally.
- Account Payable/Receivable, Financial reporting.
- Prepare GSTR-1 & Reconcile Purchase with GSTR-2B.
- Assist in preparing TDS return.

#### **ASHOK AUTO SALES PVT. LTD. | ACCOUNT ASSISTANT APRIL, 2022 – MARCH, 2023**

Key responsibilities:

- Performed data entry and administrative duties as assigned.
- Posted journal entries into general ledger system on a timely basis.
- Maintained sales records with payment details and invoices.
- Prepared financial statements and invoices for customers.
- Resolved billing issues with customers.
- Maintained customer accounts by recording account transactions.

### HOBBIES

- READING BOOKS
- SINGING