

## **Annoo I. Yadav**

**Mobile:** 7977050491

**Email ID:** annooyadav50@gmail.com

**Address:** Flat No 301, Sai Kripaya Apt.  
Moregoan, Nallasopara East-401209 Maharashtra.



### **Career Objective**

A senior accounts executive with 3+ years of experience in accounting looking for challenging position in a growth oriented organization where I can enhance my skills and knowledge and become a valuable part of the organization.

### **Educational Background**

- BAF (Account & Finance) in Abhinav Degree College, Maharashtra in 2016 with 69.33%.
- H.S.C from Thakur College, Maharashtra in 2012 with 64.25%
- 10<sup>th</sup> Class from Inter College, Uttar Pradesh, in 2010 with 58.56%

### **Work Experience**

Currently working as an Jr. Accounts Executive at Mayfair Housing Private Limited from **14<sup>th</sup> June 2021 to Till Date.**

#### **Key Responsibilities:**

- Updating accounts payable and performing reconciliations
- Maintaining vouchers, receipts, bills and payments
- Reconciliation of sundry debtors and creditors
- Filing GST (GSTR1 & GSTR3B) and TDS returns
- Coordination with vendors and internal team.
- Handling Site Petty Cash Voucher
- Bills Checking Purchase and Contractors Bills

Worked as an Accounts Assistant at Optiprime Electric & Contractors Pvt. Ltd. from **01<sup>st</sup> July 2019 to 30<sup>th</sup> May 2021.**

#### **Key Responsibilities:**

- Bank reconciliation and payment collection.
- Filing GST and TDS returns.
- Keeping records of daily transactions.
- Making Invoices
- E-Way Bill Generate for GST Portal
- Follow up with Debtors & Creditors.

Worked as an Accounts Assistant at D.K Shah & Associates from **Sept 2016 to June 2019.**

### **Key Responsibilities:**

- Bank reconciliation and payment collection.
- Manages Office
- Tally Entry ( Purchase & Sales Bills)
- Co-ordinate with Clients for Payments
- Making Sales invoices

### **Key Skills**

- Tally ERP 6.6.2 version
- Proficiency in MS Excel, Word & PowerPoint
- Farvision
- SAP
- Book keeping

### **Personal Information**

DOB : 04<sup>th</sup> July, 1996  
Gender : Male  
Marital Status : Married  
Father's name : Ishawardev Yadav  
Languages Known : English, Hindi & Marathi  
Hobbies : Reading books, Listening to music

### **Declaration**

I solemnly declare that each and every particular piece of information stated above is written with utmost attention and honesty.

Place:

Date:

Signature