**Mohan Arur**

Photo

**Mobile:**9542XXXX85

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

**Address:** H No 123-1, Dehradun,  
Uttarakhand 248001.

**Career Objective**

M.Com finance student obtaining a challenging career in a dynamic environment to grow my accounting knowledge and experience and looking forward  to making a significant contribution in  achieving the organization goals.

**Educational Background**

* Masters in Commerce (M. Com) Graphic Era Hill University, Dehradun in 2020 with GPA 7.8
* Bachelors in Commerce (B. Com) from Uttaranchal Institute of Management, Dehradun in 2018 with GPA 7.5
* Intermediate CEC from Starland Inter College, Dehradun in 2015 with GPA 8
* 10th Class from St Joseph’s Academy, Dehradun, in 2013 with GPA 8.1

**Work Experience**

Currently working as a Jr Accountant at Amaze Soft Solutions, Uttarakhand from December 2020.

**Key Responsibilities:**

* Preparing ledgers and reconciliation of ledger data.
* Maintaining accounting books
* Preparing and posting journal vouchers
* Updating accounts receivables and issuing invoices
* Preparing weekly and monthly reports
* Assisting in processing balance sheets, income statements and other financial statements
* Assisting in preparation of salary statements, PT, EPF and ESIC returns.
* Coordination with vendors and internal team.

**Key Skills**

* Tally ERP
* Proficiency in MS Excel, Word & PowerPoint
* Taxation
* Book keeping

**Personal Information**

DOB : 21 May 1997

Gender : Male

Marital Status : Unmarried

Father’s name : Madhav Arur

Languages Known : English & Hindi

Hobbies : Reading books, Playing Cricket

**Declaration**

I hereby affirm that the above written particulars are true to the best of my knowledge and ability.

Place:

Date: Signature