**Nirmal Sukhla**

Photo

**Mobile:** 9395XXXX25

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

**Address:** H No 5-24, Gomti Nagar,  
Lucknow, Uttar Pradesh 226010.

**PROFILE SUMMARY**

A senior accounts executive with 4+ years of experience accounting with knowledge in balance sheets, TDS & GST filing.

**EDUCATIONAL BACKGROUND**

* Masters in Commerce (M. Com) from Azad Institute of Commerce, Lucknow in 2016 with GPA 8.5
* Bachelors in Commerce (B. Com) from Azad institute of commerce in 2014 with GPA 8.2
* Intermediate CEC from KJ model inter college, Lucknow in 2011 with GPA 8.5
* 10th Class from Gurukul Academy School, Lucknow, in 2009 with GPA 8.2

**WORK EXPERIENCE**

Currently working as a Senior Accounts Executive at Evision Techno Serve Pvt Ltd from 02 Jan 2018.

**Key Responsibilities:**

* Updating accounts payable and performing reconciliations
* Bank reconciliation and payment collection.
* Maintaining vouchers, receipts, bills and payments
* Reconciliation of sundry debtors and creditors
* Updating accounts receivables and issuing invoices
* Preparing weekly and monthly reports
* Assisting in processing balance sheets, income statements and other financial statements
* Filing GST and TDS returns
* Coordination with vendors and internal team.
* Updating internal systems with financial data

**KEY SKILLS**

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

**PERSONAL INFORMATION**

DOB : 05 Feb1993

Gender : Male

Marital Status : Married

Father’s name : Sarath Shukla

Languages Known : English and Hindi

Hobbies : Playing Cricket, Listening to music.

**DECLARATION**

I solemnly declare that all the above information is true and correct, and I bear the responsibility of correctness of above mentioned particulars.

Place:

Date: Signature