RAHUL VERMA

Accountant | Tally Prime, GST, TDS, Excel

+91 98260 23456 | rahul.verma@example.com | Indore, Madhya Pradesh | linkedin.com/in/rahulverma

SUMMARY

Accountant with 4 years of experience handling the full accounting cycle for a mid-sized manufacturing company: bookkeeping, GST and TDS compliance, vendor payments, reconciliations and audit support. Known for accurate, audit-ready records and meeting every statutory deadline.

EXPERIENCE

Accountant Jul 2022 to Present

Malwa Polymers Pvt. Ltd., Indore

- Maintain books of accounts for a company with annual turnover above Rs. 80 crore in Tally Prime
- Prepare and file monthly GST returns and quarterly TDS returns with the consultant, with no late filings in 3 years
- Reconcile 6 bank accounts and 150+ vendor ledgers every month; cut reconciliation time by about a third with an Excel tracker
- Prepare month-end schedules and support two statutory audits closed without major observations

Junior Accountant Jun 2020 to Jun 2022

Shree Ganesh Traders, Indore

- Recorded sales, purchase and expense vouchers and maintained the cash book
- Prepared GST invoices and followed up on customer payments, reducing overdue receivables

SKILLS

- Accounting: Tally Prime, bank reconciliation, accounts payable and receivable
- Compliance: GST returns, TDS returns, audit schedules
- Tools: MS Excel (VLOOKUP, pivot tables), Busy, Zoho Books

EDUCATION

B.Com 2020

Devi Ahilya Vishwavidyalaya, Indore, 72%

Class XII (Commerce), MP Board 2017

Govt. Higher Secondary School, Indore, 81%

CERTIFICATIONS

- GST Practitioner Certificate Course
- Advanced Excel for Accountants

LANGUAGES

English, Hindi