



**OFFICE ADMINISTRATOR  
/ ACCOUNTANT**

**OBJECTIVE**

To obtain a Challenging and responsible position in the organization and serve it with my diligence, competence, honesty and by delivering my best performance.

**Contact**

PHONE:

7355052702

**Address-**

C-1445/8

Indira Nagar, Lucknow

**EMAIL:**

pooja021197@gmail.com

**Hobbies**

Listening Music

Chess Game

New Innovations

Ludo

**Personal Details**

Name : Pooja yadav  
DOB : 27<sup>th</sup> of June 1996  
Father's Name : Late Mr. Tarkeshwar yadav  
Strength : Smart worker, Enthusiastic  
Language Known : English and Hindi

**EDUCATION**

Master in Commerce Deen Dayal Upadhyay University.  
Lucknow 2019

Bachelor of Commerce Lucknow University Lucknow 2017

Intermediate H.A.L. School,C.B.S.E Board Lucknow 2013

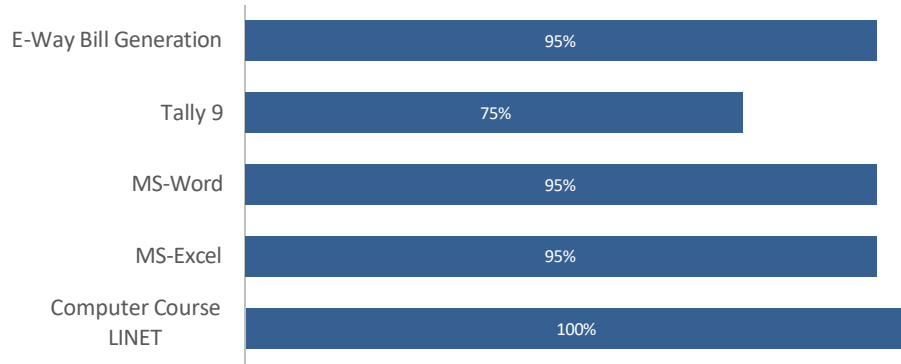
High School H.A.L School, C.B.S.E Board Lucknow 2011

**WORK EXPERIENCE**

**Assistant Accountant/Front Office Executive -Fabricon Industries Pvt Ltd. Lucknow March-2019 – October 2023**

- Prepare the salary sheet of office employee & also site labors.
  - Maintain project-related records, including contracts and change orders.
  - Doing all type of accounting in tally software.
  - Prepare EPF, TDS, GST, E-Way Bills.
  - Maintain all database of site employee & there all expenses & receiving in excel sheet.
  - Handled all banking works.
  - Prepare up to date excel sheet of all contractor.
  - Make daily updated report of all creditor & Debtor.
  - Make monthly inspection report of all sites.
  - Maintain daily cash book/Vouchers & bank book.
  - Create or approve all project-related billings to customers.
  - Conduct regular ledger maintenance and office file documentations.
  - Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance.
- Office Administration /Accountant Vardhman Inter College Lucknow October-2016 - December-2018**
- Prepare the scheduled, Depreciation account and Annexure.
  - Prepare the Bank Reconciliation Account.
  - Compare the current year expenses with previous year expenses.
  - Maintain Daily office Cashbook.
  - Doing the all type of Audit Work.
  - Prepare the Receipt & Payment Account, Balance Sheet according to accounting rules.

## Skills



## Declaration

I hereby declare that all the informations given by me are correct according to my knowledge and belief.

Date:

Place: