

# Nimit Dhingra

## Accounts Executive

### Contact

Faridabad, Haryana

7840886389

[nimitdhingra.nd03@gmail.com](mailto:nimitdhingra.nd03@gmail.com)

### Education

#### Pursuing Masters of Business Administration

Swami Vivekananda Subharti

University

August 2023- Present

#### Bachelor of Business Administration (IIFSB)

J.C. Bose, YMCA

2017-2020

#### Higher Secondary Education

Sant Nirankari Public School

March 2017

### Carrier Objective

To find a suitable position in the organization and strive to achieve more professional responsibility utilizing my skills in an effective manner working towards excellence in delivery of service in an environment that promotes continual upgrading of knowledge & skills.

### Experience

August 2021-Present

Accounts Executive

ABAP Consulting LLP

### Responsibilities:

- Handling Accounting Activities of Private Limited and Other Business Entities.
- Data entry: Bank reconciliation, sale, purchase and petty cash book.
- Preparing and maintaining journal entries on software.
- Prepare accrual worksheet and journal entry.
- Perform Audit with Legal Regulations of Private Limited and Other Business Entities.
- Prepared Reconciliations for Monthly Closing.
- Ensured Accuracy of Revenue and Expense Accountants
- Statutory compliance knowledge of GST, TDS and other applicable taxes.
- Prepare Financials of Private Limited and Other Business Entities
- Assist with tax working
- MSME Registration
- Co-ordinate with Clients regarding compliances

### Goods and Service Tax:

- GSTR-1 and GSTR-3B Monthly Return
- GSTR-2A/2B Reconciliation with Books of Accounts
- GSTR-9 Annual Return
- GST Registrations
- GST Cancellation
- Research and Resolve GST Notices/Disperancies

### Key Skills

- Tally Prime
- Tally ERP 9.0
- MS Office (MS Excel, MS Word and Power point)
- Computax Software
- Internet Works