

# Himanshu Chaturvedi

(Article Assistant)

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## Skills

### Computerised Accounting



### Communication



### Analytical Skills



### Bookkeeping



### Reporting



### Team Work



## Computer Skills

### Tally ERP/Prime



### Microsoft Word



### Microsoft Excel



## Languages

### Hindi



### English



**Career Objective:** To excel as an Article Assistant in a Chartered Accountant firm, leveraging my accounting education and skills to support audit, tax and financial reporting functions with precision and commitment to professional growth.

## Work History

### Senior Accountant

04/2021-Current

*Pushpa Ayodhyanath Chaturvedi Jan Kalyan & Purt Trust, Mathura, India*

- Used accounting software to prepare weekly and monthly financial reports
- Made Finalisation of Books of Accounts of NGO
- Answered phone calls and replied to office, emails for excellent management information service.
- Supervised daily bookkeeping operations with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.

### Account Assistant (Part- Time)

04/2020-03/2021

*GCC Educational Hub, Mathura, India*

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Proved successful working within tight deadlines and fast – paced atmosphere..
- Processed payments and documents such as invoices, journal vouchers, employees' reimbursements and statements.

## Education

Course Name	Year of Passing	Percentage
Class 12 <sup>th</sup> : CBSE	2018	87.2%
CA Foundation	2018	55.5%
Bachelor in Commerce (Honours) <i>University of Delhi, India</i>	2021	First Division
CA Intermediate	2024	52.16%*
ACCA (Skill Level): <i>Grant Thornton LLP, India</i>	Currently studying	

## Certifications

ICITSS-Orientation Course	Dec/2023
ICITSS-Information Technology Course	Jan/2024
KPMG U.S. Career Catalyst : Audit Job Simulation on Forage	Jan/2024