






Pankaj Chaudhary

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 pankajchaudhary184@gmail.com

Technical Skills

- Proficient in basic and advance functions in MS Excel like Sumif, Countif, Maxif, Vlookup, Pivot Table, and other Logical functions.
- Tally Prime, Oracle Erp, Angular Magic Software.
- Familiar with Accounting, Direct and Indirect Tax concepts.
- Well versed in reconciling data to ensure accuracy and integrity of financial records.

Carrer Objectives

To obtain an accounting position where I will be able to contribute my skills, knowledge and experience to a company that will give me an opportunity to develop my carrer.

Academic and Professional Details

- M.COM from Bhagini Nivedita College (IGNOU) in 2023.
- B.COM from School of Open Learning (University of Delhi) in 2020.
- Higher Secondary in Commerce from Govt. Co. Edu. Sr. Sec. School (Baprola) in 2017.
- Secondary from Govt. Co. Edu. Sr. Sec. School (Baprola) in 2015 .
- Tally Prime and MS Office Certificates from STP Computer Education in 2023.

Languages Known

English and Hindi

Personal Details

Gender : Male

Nationality : Indian

Marital Status : Unmarried

DOB: 20/01/1999

Experience

Working Experience at Om Logistics. Ltd. as a Fleet Audit and Accounts Assistant in Fleet Account Department (30 May 2022 - Present)

Responsibility to the Organisation

- Audit and Verify of Lorry Trips Sheet, Repair and Maintenance Invoices, Stocks Audit and many other different types of Vouchers.
- Modify Invoices, Vouchers, Trips sheet as per mail and identified errors.
- Feeding GST Bills and many others vouchers entries.
- Reconcile weekly and monthly basis Vendor Payments, Driver Salaries, ledgers, and other expenses to ensure financial data integrity and compliance with accounting standards.
- Prepare and analyze monthly financial reports, including Profit and Loss Accounts, Driver Payable and Receivable Reports, Vendors Reports, Workshop Reports, and Other different types of reports as per instruction of our Head.
- Analyze daily and monthly fleet reports to evaluate fleet performance in terms of cost efficiency.
- Conduct branch visits to provide training on accounting procedures and software utilization, ensuring consistent implementation of best practices across the organization.

Date

Place : New Delhi - 110043