

HIMANSHU ARORA

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Career Objective

Detail-oriented and hardworking B.Com (Hons.) graduate with hands-on experience in auditing and accounting, currently working in the transport industry. Seeking an opportunity as an Internal Auditor in a transport company where I can leverage my analytical skills, knowledge of financial procedures, and industry experience to contribute to organizational efficiency and compliance.

Professional Experience

- Accountant
New India Transport Co. (June,2024 - Present)
 - Managing day-to-day financial transactions, invoicing, and reconciliation.
 - Maintaining accuracy in accounts relevant to logistics and transport operations.
 - Assisting in cost analysis and budget tracking specific to fleet and freight expenses.
- Assistant Auditor
GCMMF (Oct 2021 – Apr 2022)
 - Worked under an internal auditor for a co-operative society.
 - Involved in documentation review, ledger verification, internal control checks and physical stock verification.
 - Supported compliance audits and drafted internal reports for senior auditors.
- Accountant (Intern)
Local Firm (May2022 - December2022)
 - Engaged in billing, invoicing, and payment tracking.
 - Supported vendor account reconciliation and expense reporting.
- Stock Dealer (March 2023- June 2024)
 - Executed trades and maintained investment records.
 - Analyzed market trends for strategic stock trading decisions.

Education

Bachelor of Commerce (Hons.)
M.D. University, Rohtak – 2019

Senior Secondary (12th Standard)
Shri Baba Mastnath Public School – 2016

Skills

- Quick books
- Accounting Software: Tally ERP
- ERP Knowledge: Basic SAP
- Computer Skills: MS Office, Internet proficiency
- Soft Skills: Strong communication, time management, team collaboration
- Audit & Finance: Ledger scrutiny, compliance checking, invoicing

Strengths

- Quick learner with a keen eye for detail
- Honest, responsible, and highly dependable
- Ability to work under pressure and meet tight deadlines
- Positive attitude and strong work ethic

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.