
OBJECTIVE

To seek and maintain full time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem solving skills.

KEY SKILLS

Accounting

Tax Return Preparation

Calculating Tax Liabilities

Tally ERP 9

Computax

Account Reconciliation Specialist

Advanced Book Keeping Skills

Data Collection

MS Office Suite

Financial Verification

Smartwork & positive

Attitude

WORK EXPERIENCE

AEPN & ASSOCIATES (Oct 2018- Present)

Accounts & Audit Assistant

Key Responsibilities:

- Handled day to day accounting processes to drive financial accuracy.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Maintained up-to- date knowledge on professional accounting standards to manage financial record keeping.
- Prepared and filed Income tax returns for individuals, firms and corporates including maintenance of complete records of client tax returns and supporting documents.
- Gathered Data on taxable income, deductions, and allowances for tax return preparations.
- Prepared and filed monthly GST returns (GSTR-1 and GSTR 3B) including Monthly reconciliation of ITC as per books and ITC as per 2B.
- Prepared proper reconciliation of Output tax liability and input tax credit on portal and as per books for GSTR 9.
- Submitted applications for Registration/ Addition/ modifications/ Surrender of GST number on GST portal as per client's requests.
- Filed Letter of Undertaking for Clients dealing in Exports of Goods and Services.
- Drafting Financial statements of Various Clients.
- Reviewing Accounts of clients monthly for calculation of TDS Liabilities.
- Assisted Seniors in Tax Audit of different clients which includes vouching, reviewing General ledgers to identify error and irregular entries, cash verification, Collecting confirmations from debtors and creditors, Ledger scrutiny, bank statement verification and documentation of Audit working papers.
- Prepared and filed tax returns to meet the needs of clients.
- Facilitated communication between clients and tax authorities.

Neel Bhakta & Company (Nov, 2017- Sept, 2018)
Finance Executive

Key Responsibilities:

- Calculation of TDS liabilities and filing TDS returns.
- Assisted Clients in proper implementation of GST
- Calculation of Monthly GST liabilities for clients.
- Drafting Balance sheets and profit & Loss account for various clients.
- Handled day to day accounting of different clients.

OTHER SKILLS

Strategic Planning
Team Work
Hard Working
Quick Learner
Time Punctual

EDUCATION

Pursuing MBA in Finance from Swami Vivekanand Subharti University, Meerut.
Bachelor of Commerce (B.Com) from Delhi University, Delhi in 2017.
Certified Industrial Accountant from Institute of Computer Accounting.

PERSONAL DETAILS

Contact Address: RZ D-1/88, Mahavir Enclave, New Delhi-110045
Date of birth : 21st September 1995
Marital Status : Unmarried