

CURRICULUM VITAE

ANKITA SAHU

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OBJECTIVE

Seeking an opportunity as a professional in a challenging environment. To work in a competitive environment which demands skills and provides an opportunity for continuous growth and development of the organization.

QUALIFICATIONS

- MCOM - Swami vivekanand Shubh Bharti University
(2018 -2019)
- BCOM - Allahabad University
(2011-2013)
- 12th (K.V) CBSE
- 10th (K.V) CBSE

IT SKILLS

- Well versed with Computer Fundamentals, MS Office (Word, Excel, and Power point), Tally ERP 9, Busy & Internet applications.
- Proficient in using Accounting & Taxation software.

SNAPSHOT

- A dynamic professional experience of 5 years in Accounting and Taxation.
- Skills in preparing and compilation of Returns of Income of Individuals, Companies & Partnership firms.
- Finalizing financial statements, compliance with accounting standard & Companies Act.
- Preparation of Tax Returns and Goods and Service Tax, GST Registration.
- Assisted in Income Tax Assessment proceedings & preparing related submissions for the assessing Officer.
- Generate E-Way Bill.

AREA OF EXPOSURE

Accounts

- Implementing accounting / financial systems with a view to ensure smooth accounting operations and facilitate internal financial control.

- Presenting a true and fair view of the financial position by preparing and reconciliation of financial statements viz., Ledgers, P&L Account and Balance Sheet as per revised schedule III.

Taxation

- Preparing Tax Plans and ensuring timely filing of tax returns of Individual, Partnership Firm and Companies.
- Knowledge of Goods and Service Tax.
- Detail analysis of investments made under the section 80C, 80D & 80E etc.

WORK EXPERIENCE

NEXTGEN FINANCIAL SERVICES – Accounts Manager

(Since 2nd -Mar-2020 to Present)

- Prepare, reconcile & record the payments.
 - GST filing & income tax filing.
 - TDS & GST Returns sheet preparation.
 - Verify financial statements, ledger & accounts for errors & make appropriate corrections.
 - Process payments & invoices accurately.
 - Prepare reports related to accounts payable, accounts receivables & manual vouching.
 - Purchase bill entry in tally ERP.
 - Account reconciliation & Bank reconciliation.
 - Preparing month end reports.
 - Account analysis.
 - Carry out reconciliation of accounts, general ledger & sub-ledger.
 - E-way bill preparations.
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GOYANKA & CO. - Account Assistant

(Since 2nd -Apr-2018 to 31st -Oct-2019)

- Prepare, reconcile & record the payments
- Prepare reports related to accounts payable & receivables.
- Verify financial statements, ledger & accounts for errors & make appropriate corrections.
- Maintain general ledger at account level.
- Process payments & accounts accurately.
- GST filing & Income tax filing.
- Prepare balance sheet, profit & loss account.
- Carry out reconciliation of accounts, general ledger & sub-ledger.

- Prepared ledger, cash books & day books etc.
- Prepared all types of income tax return.
- Prepared trading, profit and loss account & balance sheet of different concerns like proprietorship, partnership firms & companies etc.
- Prepared reconciliation statement of banks, debtors & creditors etc.
- Planning & timely execution of assignments.
- Significant contributor in assignments involving teamwork.
- Interacting with the clients on a regular basis & providing redressal to their queries, complaints & handling all client's relation.
- Good team player, responsible & reliable

QUALITIES

- Motivated and ambitious
- Responsible and reliable
- Good problem solving skills
- Able to work under high pressure

PERSONAL DOSSIER

Name	- Ankita Sahu
Father's Name	- Late Akhil Pat Sahu
Date of Birth	- 5 th Jan, 1992
Sex	- Female
Marital Status	- Unmarried
Nationality	- Indian
Language Known	- English & Hindi

I hereby declare that the above things mentioned are true and correct and I am solemnly responsible for any deviations as such.

(ANKITA SAHU)