

# **CURRICULUM VITAE**

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## **SUDHA PANDEY**

*D/O - Mr. P.K.PANDEY*

*D.O.B. - 04/08/1993*

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## **OBJECTIVE:**

To pursue a challenging and growth-oriented career in an organization that offers opportunities to learn & grow by delivering the results.

## **EDUCATIONAL QUALIFICATIONS:**

- Completed M. Com from IGNOU – Delhi with 67% marks.
- Completed Graduation(B.Com) from Delhi University with 62.22% marks.
- Completed 12<sup>th</sup> from C.B.S.E. Board with 72% marks.
- Completed 10<sup>th</sup> from C.B.S.E. Board with 72% marks.

## **TECHNICAL QUALIFICATIONS:**

- Completed Integrated Course on Information Technology & Soft Skills (ICITSS) from ICAI.
- Working Knowledge on Software –Tally Prime, Tally ERP 9, Tally 7.2, Busy, Computax

## **WORK EXPERIENCE:**

- **KU'SE**

Mansarover Garden, Delhi

Aug'19 to Till now

(A proprietorship firm providing services of Designing logos, Photographic and all in India and other countries as well.)

### **JOB DESCRIPTION:**

- **Accounts:**

- Maintaining Books of accounts.
- Finalization of Books of Accounts (Audit Work).
- Bank Reconciliation.
- Reconciliation of accounts of vendors and customers.

- **Taxation:**

- Preparation and Filing of GST Returns including GSTR-9 and all relating reconciliations.
- Preparation and filing of Tran-1
- Preparation of GST Assessments.
- Preparation of Reply of Notices from GST or Income Tax as well.
- Preparation and filing of TDS/TCS Returns.

➤ **HR Works:**

- Preparing Muster Roll of employees.
- Preparing contribution sheet for ESIC and generation of Challan.
- Preparation of Monthly ECR/Challan of EPFO.

➤ **Other Works:**

- Registrations - Traces, Income Tax, GST, MSME, IEC, LUT
- Updation/Renewal of IEC.
- Amendment in GST or other registration
- Resolving issues regarding invoicing.
- Responsible for Accounts Payable & Accounts receivable.
- Preparing Monthly Financial Summary.
- Preparing Cash Flow Statements on weekly basis.
- Preparing CMA Data.
- BRC Release from Bank.
- Preparing MIS Reports.
- Monthly Softex Forms generation and submission in STPI Dept.
- Monthly and Annually Progress Report preparation and submission in STPI Dept.
- All financial Activities relating to making payments to employees, vendors or any other party.
- Preparation of documents for recoveries from clients under MSME Act.

• **STERLING TUBE COMPANY**

Kohat Enclave, Delhi

Mar.,15 to July 2019

**JOB DESCRIPTION:**

- **Accounts:** Day to day Accounting | Audit | Expense handling | Cust/Vendor A/c Reconciliation | Banking Activities etc.
- **Taxation:** GST Returns & Assessments | VAT/CST Returns & Assessments | TDS | Income Tax
- **HR Works:** Hiring | ESIC | EPFO | Muster Roll
- **Others :** Registrations | Stat. Forms | Purchases | AP-AR | Financial Summary | Cash Flow Statements | CMA | MIS | Invoicing

• **A. K. KAKKAR & CO.**

Rohini, Delhi

Aug.,13 to Nov.14

**JOB DESCRIPTION:**

- **Accounts:** Day to day Accounting | Projected & Provisional Financials
- **Taxation:** VAT/CST Returns & Assessments (17 States) | TDS | Income Tax
- **Others :** Registrations | Stat. Forms |

**WORK EXPERIENCE AS FREELENCER:**

- Working with Axis Polychem India as an Internal Auditor since Mar'2020.
- Working with Sigma Polytech Pvt Ltd as an Accountant since Jan'2021.

**SUDHA PANDEY**