

KAVITA HALDHAR

Contact

Address:

Vill. Chotpur Colony Chijarshi Sector 63
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Languages

- Hindi
- English

Objective

To make a career with a good company, that will help me grow as a professional, and give my career a head start. And at the same time I can contribute to the growth of the organization.

Experience

1 Year Experience in C.A. Firm (VARUN & ASSOCIATES)

2 Year Experience in C.A. Firm (M.TIBREWAL & ASSOCIATES)

Job Responsibilities: –

- Filling GSTR-1, GSTR-3B, GSTR-5A, GSTR-9, GSTR-9A
- Knowledge of GSTR-2A
- File TDS by Computax Software.
- Prepare TDS Payment Advice and Generate Challan.
- Generate E-waybill, Sales Bill , and GST Challans
- Maintain proper Accounting on Tally ERP-9 & Tally Prime.
- Data analysis and prepare Trading A/c, Profit & Loss A/c, Balance Sheet & Fixed Assets Schedule..

Education

- 10th Passed From CBSE Board (2010)
- 12th Passed From CBSE Board (2012)
- B. COM From D.U (2016)
- Pursuing M.COM Final Year from IGNOU.

Computer

1 year Diploma in information Technology (DIT)

- MS-Office (Word, Excel, P.Point, Access)
- Corel Draw, Page Maker, Photoshop
- Oracle 8i (SQL), Programming in C, C++
- Visual Basic, Java, HTML, DHTML
- Tally ERP-9

Software Knowledge

- Tally ERP-9
- Tally Prime
- Computax