

VARSHA YADAV

27 | Female

+91-9654012320| varshayadav1048@gmail.com

Accounts Executive

Academic Achievements

Year	Degree	Board / University	Percentage
2020	M.COM	Indira Gandhi National Open University	66
2018	B.COM	Satyawati College Ashok Vihar, Phase-3	6.77 (CGPA)
2015	Senior Secondary school	CBSE	73.8
2013	High school	CBSE	8.4 (CGPA)

Work Experience

HERCULES AVIATION PVT LTD, Accounts Executive, Janakpuri Delhi

(October 2022-November 2023)

- Preparing IATA Collection sheet as per fortnight basis and update accordingly.
- Understanding both the Accounts payable and receivable works.
- Checking the CSR of Airlines and release the payment accordingly.
- Maintaining the excel of Advance collection from Debtors before the departure of the flight and submit the report to the management on daily basis.
- Maintaining the excel of All India Debtor Report on Fortnight basis which reflect the credit limit of the agents.
- Keeping track of assigned accounts to identify outstanding debts.
- Planning course of action to recover outstanding payments
- Locating and contacting to the debtors through mails and calls to inquire of their payment status.
- Negotiating payoff deadlines or payment plan and handling questions or complaints as well as investing and resolving discrepancies.
- Creating trust relationship with debtors, when possible, to avoid further issues.
- Updating account status and digitalization of database regularly.
- Alerting the management/ superiors of debtors unwilling or unable to pay when necessary.
- Co-ordinating with the management in monthly closing process to ensure the adherence of deadlines.
- Pre-checking the details before generating sale invoices from the mails, different planning sheets and online tracking of the cargo from different Airline sites like ACMES, INDIGO, SPICEJET, QATAR, AIR INDIA etc.
- Generating the Sale invoices, Credit notes, Debit notes and booked purchases in tally on daily basis.
- Post checking the sale invoices twice in a month before sending to the Debtors.
- Taking Confirmation from the Debtors regarding the payments of the invoices over the mails
- Checking the details and preparing Profitability sheet according to the Sales of fortnight basis as per the branches, airlines and sales staff which reflects the turnover of the company.
- Preparing individual excels as per fortnight which reflecting the turnover as per Airlines.
- Updating the KYC of the Debtors in every six months.
- Bank reconciliation in every 15 days.
- Record receipts entries of banks in the tally on daily basis.
- Reconciliation of 26AS quarterly and resolve the discrepancies between the TDS booked in tally and TDS deposited by party.
- Balance confirmation over the mails from debtors quarterly before closing their books of accounts.
- Working on KDK Software for filling the TDS return quarterly.

PADAM DINESH AND CO., Junior Accountant, Rajender Place Delhi

(March 2021- March 2022)

- Bank Reconciliation of the clients as per daily basis.
- Booked TDS in the books
- Reconciliation of GSTR-1 and GSTR-3B of the clients on quarterly basis.
- Filling of the GSTR-1 and GSTR-3B on monthly basis.

- Filling TDS return quarterly.
- Learn about the Computax software which used for filling Income Tax and TDS Return.
- Computation and filling income Tax Return annually.
- Audit of the books of accounts of the clients.

BL GUPTA AND CO., Trainee in Accounts, Jhandewalan Delhi
(December 20-February 21)

- Learn about the computation of income tax return.
- Gaining knowledge about Goods and Services Tax.
- Filling GSTR-1 nil return of the clients on monthly basis.
- Learn about the reconciliation of books and the banks.

Academic Work

ADVANCE DIPLOMA IN FINANCIAL ACCOUNTING AND TAXATION FROM NATIONAL INSTITUTE OF
FINANCIAL MANAGEMENT (NIFM) (2020-2021)

Skills

- Basic of Tally ERP-9
- GST Filing with Tally ERP-9
 - File GSTR1 using Tally ERP-9
 - File GSTR 3B from Tally ERP-9
 - GSTR2A Reconciliation
 - Matching of GSTR2A with GST
- TDS filling with tally ERP-9
 - TDS process
 - Recording basic TDS transactions
 - Payment of TDS
 - Generating TDS challan
- Payroll with Tally ERP-9
- Income Tax with Tally ERP-9
- Income Tax E-filing
 - Computation and E-filing of ITR01
 - Computation and E-filing of ITR02
 - Computation and E-filing of ITR02
 - Computation and E-filing of ITR02
 - Computation and E-filing of ITR02
 - Computation and E-filing of ITR02
 - Online registration of PAN
- Tax deducted at source (TDS)/Tax collect at source (TCS) E-filing
 - Payment to other than Salary Return 26Q
 - TDs Return Form 26Q
 - Salary component with Payroll
 - TDS Return Form 24Q
 - Payment to Non-Resident 27Q
 - Interest and Penalty
 - Generating TDS Challan
- Goods and Services Tax (GST)
 - Filling of GSTR-1
 - Filling of GSTR-3B
 - Reconciliation of GSTR-1 and GSTR-3B
- Excel

Hobbies

- Teaching, Drawing, Cooking, Dancing.

Career objective

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

Personal details

Date of birth : 05TH day of May 1996
Father's Name: Mr. Gajraj Singh
Mother's name: Mrs. Komal Yadav
Nationality : Indian
Languages : English, Hindi
Address : F-49 Vishal Colony, Nangloi Delhi-110041

I hereby declare that the above information is true of my knowledge.

Place: New Delhi

Date:

[VARSHA YADAV]