

# Roshani Neupane

## Senior Accountant

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📍 Supertech Eco Village 1, Greater Noida

🔒 Unmarried



### Profile

#### Why Roshani?

Senior Accountant with over 7 years of versatile experience in finance, accounting, taxation, and key account management, working across industries such as IT, media, and banking. Proven ability to streamline accounting processes, develop internal controls, and manage month-end closures for enhanced financial accuracy. Skilled in analyzing financial statements, cash flow management, and supporting business expansion through strategic financial planning. Experienced in GST compliance, contract negotiations, and driving revenue growth. Adept at handling key client accounts and delivering customized financial solutions that align with business objectives. Strong problem-solving abilities and a track record of improving efficiency and compliance.

### Professional Experience

#### Senior Accountant, Media Planner Advertiser

09/2022 – 12/2024 | U.P, India

- Spearheaded GST compliance by managing timely filing of monthly returns and conducting thorough reconciliation of GSTR-2B.
- Led TDS filings and ensured accurate reconciliation of Form 26AS, minimizing discrepancies and optimizing compliance.
- Executed bank reconciliation processes, ensuring financial accuracy and swift resolution of discrepancies.
- Oversaw vendor payments and streamlined vendor registration, enhancing efficiency in procurement and payment processes.
- Collaborated cross-functionally with various departments to manage purchase orders (POs) and invoice processing, ensuring alignment with organizational standards.
- Addressed and resolved client inquiries regarding invoices, GST rates, and TDS rates, providing expert guidance to ensure clarity and compliance.
- Developed and presented comprehensive MIS reports for management, offering valuable insights into financial performance and aiding strategic decision-making.
- Ensured accuracy in day-to-day bookkeeping by meticulously recording financial transactions and maintaining up-to-date accounting records.

#### Senior Accountant, Abbie IT Mart Pvt. Ltd

04/2019 – 09/2022 | Haryana, India

- Managed monthly GST returns filing and reconciliation of GSTR-2B, 26AS, and TDS statements to ensure compliance with tax regulations.
- Performed accurate bank reconciliations and maintained smooth financial operations by managing day-to-day bookkeeping and transaction recording.
- Processed timely vendor payments, handled vendor registrations, and ensured accurate documentation of purchase orders (POs) and invoices.
- Collaborated with various departments to address purchase orders and invoice-related queries, and resolved client concerns regarding invoices, GST rates, and TDS rates.
- Prepared monthly MIS reports, providing key financial insights to support decision-making and business performance tracking.
- Followed up with clients for outstanding payments and ensured timely submission of GST and TDS to avoid penalties.
- Assisted in finalizing accounts in coordination with Chartered Accountants, ensuring accurate financial reporting and compliance.
- Ensured timely financial compliances and played a key role in resolving client disputes related to taxation and payments.

**Account Executive, ASSA & CO., CA FIRM**

- Created and presented sales reports to management, highlighting key trends and insights.
- Negotiated and implemented contracts for large accounts, resulting in increased revenue.
- Managed sales pipelines, identified opportunities, and tracked the progress of key accounts.
- Prepared monthly and quarterly GST returns, reconciled GSTR-2A and TDS, and handled GST compliance

02/2018 – 03/2019 | Haryana, India

**Key Account Manager,**  
*Canara HSBC OBC Bank Insurance Co.*

- Successfully managed multiple key accounts and generated new business opportunities.
- Developed and delivered customized presentations to key accounts to promote new products.
- Developed and implemented strategic plans for key accounts to increase customer loyalty.

01/2017 – 01/2018 | Haryana, India

Education

**Master in Economics,**  
*INDIRA GANDHI NATIONAL OPEN UNIVERSITY*

2020 – 2022 | Delhi, India

**Bachelor of Commerce,**  
*INDIRA GANDHI NATIONAL OPEN UNIVERSITY*

2016 – 2019 | Delhi, India

Skills

Zoho Books	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Quickbooks	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Computax, SmartGst, Tally Prime	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Advanced Excel Reporting	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Project Evaluation	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Team Leadership	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Data Analysis	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Ability to Work Under Pressure	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>

Languages

Nepali	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Hindi	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Assamese	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Bangla	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
English	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>		

Achievement

Co-author of GST Book (Simplified Approach to GST) focusing on "Nature of Supply & Goods Vs. Services"|  
Haryana, India

Completed Internal Audit of DHFL, Home credit, an NBFC, on behalf of Banks as per RBI Guidelines  
|Haryana, India

Declaration

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.” “I hereby declare that the information stated above is true to the best of my knowledge.”

Roshani Neupane

Noida, 12.12.2024