**CURRICULUM VITAE**

**SWETA BHANDARI**

**Mob: 8130227106**

**E-mail: swetabhandari794@gmail.com**

**CAREER OBJECTIVE**

**I am keenly interested to work in the atmosphere of challenging adherence**

**And nature.Which will provide me a solid platform for a bright future in**

**The field of accounts with challenging. Workplace is an opportunity to me**

**For better utilization of my knowledge and ability.**

**CAREER HIGHLIGHTS**

**Practical Knowledge of …**

* **Basic Knowledge of computer**
* **Tally Prime with Purchase Bill, Sales Bill, Exp Voucher**
* **Bank Reconciliation Statement**
* **TDS Calculation, Deposit TDS Offline & Online, TDS Return**
* **GST (Goods and Service Tax) Filling**
* **Import Export documentation**

**WORK EXPERIENCE**

* **4 year and 2 months experience as an Accounts Manager in Swastik Shipping and Forwarding Services Pvt Ltd.**

**PROFESSIONAL QUALIFICATION**

**COMPLETE ACCOUNTANT FROM iAM (THE INSTITUTE OF ACCOUNTS & MANAGEMENT) Badarpur. New Delhi**

* **Ms-Office (Word ,Excel ,PowerPoint,)**
* **Accounting Package-Tally.ERP 9 (with inventory, TDS, CST, VAT, and Service Tax).**
* **Advanced Accounts-finalization of Accounts (Adjustment, BRS, and Depreciation   
   Chart).**

## EDUCATION

* **B.com From Delhi University.**
* **M.com Pursuing from Indira Gandhi National Open University.**

**PERSONAL DETAILS**

* **Date of Birth : 4 APRIL 1997**
* **Languages : English, Hindi**
* **Father’s Name : Devender Bhandari**
* **Present Address : New Tilpat Colony, Gali no. 2 (Faridabad)**
* **Marital status : SINGLE**
* **Religion : Hindu**
* **Nationality : Indian**

**I hereby declare that the information furnished above is true to the best of my knowledge.**

**SIGNATURE**

**(Sweta bhandari)**