

**Preeti Sharma**  
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In pursuit of career enhancing opportunities as a  
**SENIOR Executive Account/ ACCOUNTS/ COMMERCIAL PROFESSIONAL**  
Offering nearly 9 years of comprehensive experience with expertise in managing the gamut of Financial Operations

#### AN OVERVIEW

1. Possess significant experience in handling activities pertaining to Finance & Accounting & Audit; skilled in handling the **financial control & management initiatives**.
  2. **Currently associated with M/s Executive Tracks Associates Pvt Ltd.**
- ❑ Well versed in enhancing financial processes and systems, reviewing complex financial data to facilitate strategic financial growth of organizations.

❑ **Skills Entail: Financial Operations:**

- |                                  |   |
|----------------------------------|---|
| - Internal Control Review        | - Income Tax Audit                        |
| - Accounts Finalisation          | - Gst, Income Tax Return                  |
| - Taxation                       | - Prepare of Books of Account             |
| - Assessment of Vat & Income Tax | - Prepare TDS Return & Related Compliance |

#### AREAS OF EXPERTISE

- ☞ Prepare of Book of Account of Different Firm & Company up to Finalisation
- ☞ Supervising overall financial performance and overseeing the finalisation of Books of Accounts, General Ledger & Trial Balance; monitoring operational costs on regular basis, product profitability, etc.
- ☞ Heading the preparation of Operating and Budget and monitoring thereof with actual and reporting of variances. Identifying areas where costs can be reduced or efficiencies can increase.
- ☞ Reconciliation of Inter Company Transactions
- ☞ Monitoring the revenue and collection of the Business.
- ☞ Handling the matters pertaining to Corporate Taxation viz. Income Tax, GST & TDS.
- ☞ Internal control review with the Management Audit Team and work upon key improving areas in System.
- ☞ Driving compliance of processes and ensuring that all the compliance gaps are closed in a time bound manner.
- ☞ Preparing monthly MIS.

#### ORGANISATIONAL EXPERIENCE

**Currently Working with M/s Executive Tracks Associates Pvt Ltd, Since April'2014 to till date as a Senior Executive Accountant**

#### **Key Deliverables**

##### **Job Profile**

##### **Taxation:**

- ✓ Ensuring the payments, filing of returns on monthly, quarterly & yearly basis under TDS, GST & Income Allowed by the organization defined under Income Tax Act and GST
- ✓ Tax Planning i.e., ensuring that proper benefits by way of deduction/exemption/credit are being taken by the organization.
- ✓ Monitoring that procedure are being followed by the organization defined under Income Tax Act and GST
- ✓ To appear before authorities for hearing, adjournment & legal matters.
- ✓ Prepare of returns under GST & TDS

##### **Accounts:**

- ✓ To monitor and control day-to-day transaction keeping the Accounting Standards & Taxation provisions in mind.
- ✓ Provisional Financial Statements on monthly basis
- ✓ Completion of internal & statutory Audits
- ✓ Providing analytical assessment of financial statements.
- ✓ Prepare of Book of Account of Firm & Company up to Finalisation

### **GST, TDS & Others Reports:**

- ✓ Preparation of Account related Gst, Gst Return and compliance related to Gst.
- ✓ Preparation of Data related TDS and compliance related to TDS.
- ✓ Handling the matters related Income Tax Assessment & GST Assessment
- ✓ Filing of returns under Gst & TDS

### **ORGANISATIONAL EXPERIENCE**

**Worked with SMB Corporate Solutions India Pvt Ltd, Since January'13 to February'14 as a Senior Accountant**

### **Key Deliverables**

#### **Job Profile**

#### **Taxation:**

- ✓ Ensuring the payments, filing of returns on monthly, quarterly & yearly basis under TDS, Service Tax, VAT & Income Allowed by the organization defined under Income Tax Act, Service Tax Act and VAT
- ✓ Tax Planning i.e., ensuring that proper benefits by way of deduction/exemption/credit are being taken by the organization.
- ✓ Monitoring that procedure are being followed by the organization defined under Income Tax Act, Service Tax Act and VAT
- ✓ Co-ordination with various statutory authorities for statutory matters like Sales Tax (VAT) Act, Service Tax Act
- ✓ To appear before authorities for hearing, adjournment & legal matters.  
Filing of returns under Service Tax, Sales Tax (VAT) & TDS

#### **Accounts:**

- ✓ To monitor and control day-to-day transaction keeping the Accounting Standards & Taxation provisions in mind.
- ✓ Provisional Financial Statements on monthly basis
- ✓ Completion of internal & statutory Audits
- ✓ Providing analytical assessment of financial statements.
- ✓ Prepare of Book of Account of Firm & Company up to Finalisation
- ✓ Follow up with client for outstanding payment

### **Service Tax, VAT, TDS & Others Reports:**

- ✓ Preparation of Account related Service Tax, Service Tax Return and compliance related to Service tax.
- ✓ Preparation of Account related Vat, Vat Return, Vat Audit Report and compliance related to Vat.
- ✓ Preparation of Data related TDS and compliance related to TDS.
- ✓ Preparation of Account related Service Tax and compliance related to service tax.
- ✓ Handling the matters related Income Tax Assessment & Vat Assessment
- ✓ Filing of returns under Gst, Service Tax, Sales Tax (VAT) & TDS

### **ORGANISATIONAL EXPERIENCE**

**Worked with Aarjav International, Since September'11 to December'12 as a Accounts Assistant**

### **Key Deliverables**

#### **Job Profile**

- ✓ Handling accounting function in the field of export
- ✓ Updation of Accounts
- ✓ Invoicing
- ✓ Debtor and creditor analysis
- ✓ Inter branch reconciliation
- ✓ Monitor day to day transactions

## Qualifications

### Educational

<b>Master</b>	<b>Master of Commerce</b>	2013
	IGNOU	
<b>Graduation</b>	<b>Bachelor of Commerce</b>	2010
	Delhi University	
<b>HSC</b>	<b>Higher Secondary Certificate Examination</b>	2006
	Secondary & Higher Secondary Education Board	
<b>SSC</b>	<b>Secondary School Certificate Examination</b>	2004
	Secondary & Higher Secondary Education Board	

### IT SKILLS

- o Practical knowledge and experience of MS Office.
- o Practical knowledge and experience of Tally 5.4/7.2/ERP9 and Busy software and other Accounting & Taxation software.
- o Well versed working in internet environment.

### STRENGTHS

- o Ability to adjust and learn quickly
- o Positive attitude towards the responsibility and work.
- o Honest and reliable

### PERSONAL DOSSIER

Date of Birth : 03<sup>rd</sup> July, 1989

Permanent Address : WZ31, Street no 14, Prem Nagar,  
Uttam Nagar West,  
New Delhi - 1100595  
Delhi

Gender : Female

Languages Known : English, Hindi.

Location Preferences : Delhi,

### DECLARATION

I hereby declare that all the above-mentioned information is true to the best of my belief and knowledge.

Date:-

Place: - Delhi

(Preeti Sharma)