

## OBJECTIVE

Wants to achieve a position with my entire hard work, wherein I can earn respect for my work and knowledge while making a positive contribution to the organization. I look forward to a challenging job, which help me to grow professionally as well as individually.

## EDUCATION & PROFESSIONAL QUALIFICATION

Education	Year	University/Board	Marks in Percentage
MBA(FINANCE & TAXATION)	2021	Welingkar Institute of Management	Pursuing
B.Com	2019	School Of Opening Learning (D.U)	48
SSC	2015	CBSE	70
HSC	2013	CBSE	72

## ORGANIZATIONAL EXPERIENCE

<p><b>Company – E-Com Shipping Solutions Pvt. Ltd.</b></p> <p>Duration: Jan'19 - Present</p> <p>Designation: Accountant</p> <p><b>Company – A G &amp; Associates</b></p> <p>Duration: Sep'18 – Dec'18</p> <p>Designation: Account Executive</p> <p><b>Company- Harmony India Travels.</b></p> <p>Duration: Apr'16 – May'18</p> <p>Designation: Accounts Trainee</p>	<p><b>Accounts:</b></p> <ul style="list-style-type: none"><li>✓ Verify, allocate, post and reconcile accounts payable and receivable along with bank statement.</li><li>✓ Posting Sale, Purchase, Payment, Receipts, Journal, Income &amp; Expenses Invoices in Accounting Software.</li></ul> <p><b>Taxation:</b></p> <ul style="list-style-type: none"><li>✓ Finalization of GST returns GSTR1, GSTR3B.</li><li>✓ Finalization of TDS returns. 24Q, 26Q.</li><li>✓ Reconciliation of GST3B and GSTR1 with books &amp; returns.</li><li>✓ Reconciliation of GST2A/GSTR2B and input register with books of accounts.</li><li>✓ Reconciliation of GSTR9, GSTR1, GSTR3B.</li></ul> <p><b>Audit:</b></p> <ul style="list-style-type: none"><li>✓ Assist in various audit like Income tax audit &amp; statutory audit and GST audit.</li><li>✓ Finalization of Balance sheet &amp; Profit &amp; loss statement.</li></ul> <p><b>Other Areas:</b></p> <ul style="list-style-type: none"><li>✓ E-invoice, Vendors Reconciliation.</li><li>✓ Supervising and guiding the work of juniors to finalization of data.</li><li>✓ Payment of all types of challan GST, TDS and statutory.</li><li>✓ Liasoning with Consultants (CA, CS and Vendors and Clients).</li><li>✓ Reporting to Management with concern reports in the stipulated time.</li><li>✓ Preparing reports of Budgeting financial presentation.</li></ul>
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## STRENGTHS & CAPABILITIES

- **Communication/leadership:** Possess excellent communication & leadership qualities and proficient in presentation skills. Ability to innovate, generate new ideas and capabilities of expressing them in a creative and understandable manner.
- **Teamwork:** Ability to work in team in a well-managed and organized way.

## TECHNICAL SKILLS & CERTIFICATION

- MS Office, Tally ERP 9, Tally Prime,

## DECLARATION

I Hereby Declared that above Information given by me is true as per my knowledge.

(Shalu Patwal)