

**TEENA KHANNA**

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**Career Objective:**

**Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum Utilization of its resources and maximum profits.**

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**KEY SKILLS**

- General Accounting in Tally ERP
  - TDS Reconciliation with 26AS
  - Stock Reconciliation
  - Bank Reconciliation
  - Accounts Payable
  - Financial Reporting
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**PROFESSIONAL EXPERIENCE****A.K. AUTOMOBILES**

**June 2011 – July2018**

**(Auth. Dealer of TVS MOTOR COMPANY)**

**Accounts Manager**

**AMAR AUTO'S**

**August 2018 – July2020**

**(Auth. Dealer of Royal Enfield)**

**Accounts Manager**

**INDO INFRASTRUCTURES**

**August 2020 – July 2021**

**(Provide Heavy Equipment on Hire)**

**HERCULES AVIATION PVT. LTD.**

**August 2021 - Present**

**(Aviation Company)**

## Key Responsibilities

(Roles & Responsibilities)

- Managing accounts of the organization like Sales & Purchase, Bank Reconciliation and company ledger, Debtors & Creditors, Fund Management through Internet Banking, Loan Accounts.  
  
(a) Working of GST Like preparation data for GSTR-1 & GST-3B  
(b) Working of TDS payable Like Tds on Contract, Professional fees, Rent etc.  
(c) Reconciliation of TDS as per 26AS  
(d) Bank entries & reconciliation  
(e) General Accounts entries like Sale, Purchase, Receipt & Payment, Journal Vouchers  
(f) Preparing Debit note & Credit note  
(g) Making Vendor payments & Expenses  
(h) Maintaining all accounts in Tally ERP  
(i) Knowledge of Advance Excel & MIS

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## EDUCATIONAL CREDENTIALS

**B.COM (P) 2008-2012**

**Institution:** School of open learning (D.U.) – Delhi

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<b>Date of Birth</b>	: 18/09/1990
<b>Husband's Name</b>	: Mr. Varun Khanna
<b>Language known</b>	: English, Hindi,
<b>Hobbies</b>	: Travelling, Music, Watching Movies
<b>Gender</b>	: Female
<b>Marital Status</b>	: Married
<b>Preferred Location</b>	: Delhi