

## **RESUME**

### **PRIYANKA SINHA**

Add: plot no-168, Flat No-100, Road No-37, Vipin Garden Extension Uttam Nagar, New Delhi-110059

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### **CAREER OBJECTIVE**

- ❖ To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

### **KEY RESPONSIBILITIES HANDLED**

- ❖ Handle GST Compliance independently (GST Computation, GST Reconciliation,& Return Filing)
- ❖ Handle TDS Calculation, TDS Payment , 26As reconciliation
- ❖ Day to day accounting of Sales, Purchases and Expenses
- ❖ Maintain Vendor Invoice & Bills Payment ,Physical Stock verification,
- ❖ Handle Bank & Cash entries and reconciliation.
- ❖ Preparing Monthly Report for Service Tax, Sales Tax, and TDS .Knowledge of Company Law matters.
- ❖ Debtors-Creditors Reconciliation, NEFT RTGS Payments.
- ❖ Updating of B/R & B/P Report on weekly basis.
- ❖ Making Track record of C- Forms. Liasoning with Bank.
- ❖ E-way bill Generation
- ❖ Compute taxes & prepare tax returns, ensuring compliance with payment.
- ❖ Internal auditing
- ❖ Handling payroll of 60 employees'.
- ❖ Carrying out various banking functions like loans, online banking PBG etc.
- ❖ Training the junior accounting clerks.

### **EXPERIENCE**

Currently working at Technomac Biomatics Pvt Ltd (15<sup>th</sup> March 2019 to till date) an authorized channel partner of M/s India Medtronic Pvt Ltd (Covidien) . Company is dealing in Critical Care and ICU Ventilator Equipments.

Previous: M/s Aquarian Enterprises as an Accountant from Aug 2018 to 09<sup>th</sup> March 2019

Last worked at ManTech Automation Private Limited as Asst. Manager Accounts (Dec 2012 to Jul 2018)  
an Authorized Channel Partner of Honeywell Automation India Limited

Previous Worked in Imperial Food Industries Private Limited as a Junior Accountant (June 2011- Nov 2012) Manufacturing of Cookies, Rusk & Bread.

Previous Worked In Advocate Firm as an Accounts Assistant from Dec 2010 to May 2011

### **TECHNICAL SKILLS**

- ❖ ISO 9001:2015 Internal QMS Auditor Certified.
- ❖ Experienced in working on Tally 9.0 ERP
- ❖ Well versed with MS office

### **ACHIEVEMENT**

- ❖ Received **Star of the Quarter awards** (5 times) for Best performer in M/s Mantech Automation Pvt Ltd.

### **ACADEMIC QUALIFICATION**

#### **Achievements**

Cost & Management Accountant (Pursuing)  
B. COM (Hons.)  
Inter – College  
10<sup>th</sup> Standard

#### **Institution**

ICMAI Delhi  
Patna University 1st Div.  
B.I.E.C Patna  
B. S.E.B Patna

### **PERSONAL DETAILS**

Date of Birth : 16-09-1981  
Husband Name : Mr. Sudhanshu Sinha  
Marital Status : Married  
Language Known: Hindi, English

### **DECLARATION**

- ❖ As an individual – pleasing personality with a zeal to learn, explore & work hard. Creative and self - motivated.
- ❖ As a team – patient , cooperative, active learner, participative and a binder

**Place: New Delhi**

**Priyanka**

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