

RANI THAKUR

To,

The Manager

HR Department

Subject: Application for an Appropriate Post

Dear Sir,

Keeping in view the reputation of your esteemed organization in terms of grooming young semi Qualified Company secretary work culture, future prospects, I wish to present my candidature to become a part of your organization.

As an individual, team member. On my part, can assure you that with my qualification accompanied with the knowledge and skills acquired during my article ship & post article ship period I would be able to make a meaningful contribution to your organization & setting new benchmarks.

Looking forward to have an opportunity of meeting, you in person for more detailed discussion.

With Best Regards

Yours Sincerely

Rani Thakur

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CURRICULUM VITAE

RANI THAKUR

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CAREER OBJECTIVE

My objective is to be the best in the field of my choice. I wish to work in an organization that encourages growth & self-development. Seeking a challenging position in corporate world to effectively utilize my professional capabilities so as to execute the duties assigned with due diligence and commitment.

EXPERIENCE IN DIRECT TAXATION

- Handling of Income Tax Scrutiny cases.
- Replied of notices u/s 143(2), 142(1), of various clients
- Handled income tax returns of corporate & individuals
- Prepared the TDS return & compliance with the provision of tds .
- Reconciliation of bankers, customer and vendor.
- Finalizations of accounts, balance sheet ,profit loss of a small and medium level private limited company .

CURRENT WORKING (VENUS CONTAINER LINE LOGISTICS PVT LTD)

- Purchase voucher booking ,Re-check.
- Outstanding follow up , Ledger reconciliation .
- Prepared and maintain various supporting documents like bills, receipts, vouchers, invoices ,purchase order and employee attendance records .
- Maintain the book of accounts on Tally software .
- Prepared of vouchers and cheques.
- Reconciliation of vendors & bank accounts.
- Prepared bank reconciliation statement and cash transaction report .
- Monthly debtors & creditors reconciliation.
- Local debtors follow up.
- Receipt entry
- Prepared remittance.
- Overseas purchases voucher entry re-check
- Debtors & creditors flow up
- Cash & bank reconciliation
- PDA reconciliation
- Knowledge of GST
- GST invoices Re-check and confirm to customer.
- Bank & Cash payment.
- Tds calculation and payment and file tds return and issue TDS Certificate.

COMPUTER LITERACY

- Proficient with the use of Tally, Word, Excel, Power point, internet etc.
- Income tax software's like, Genius.

PROFESSIONAL DEVELOPMENT

- Presently working in **Kewla shipping Line Pvt .Ltd** and **Griffin logistics pvt.ltd** as **Accountant** .
- Worked in **Venus Container Line Logistics Pvt. Ltd.** as Accountant from 2018 to september 2019 .
- Worked in **Rohtas & Hans Co.** chartered accountant firm from January 2017 to March 2018

ACADEMIC BACKGROUD

Qualification	Board / University (Place)	Passing Year
CS	ICSI	
B.COM	DU	2016
12TH	CBSE	2013
10TH	CBSE	2011

STRENGTHS

- Hard working
- Punctual
- Learning attitude
- Discipline patience

PERSONAL DETAILS

Father's name : MR.VINOD THAKUR
Date of Birth : 5TH NOV 1994
Marital Status : Unmarried
Languages Known : Hindi, English &Maithili.