

AN OVERVIEW

- An Accounts Executive who enjoys working hard and always known for delivering best results.
- Adaptable to new environment at implementing creative ideas.
- Known for completing task effectively and efficiently

Seeking a career to enhance my skills and acquire new ones to support the growth of the organization I am associated with.

ORGANISATIONAL SCAN

- 1. Since Jan 2019 till July2020 have been working as Accounts Executive at CA Ravi jain & co.*
- 2. Since AUGUST 2020 till MAY 2022 have been working as Accountant at YGL LOGISTICS INDIA PVT LTD.*

Responsibilities to the Organization:

- Maintain monthly sales and purchased on tally .
- Maintain day to day payment all airport expenses .
- Accounting, Bookkeeping, Stock Management and Also filed GST Return every month Gstr-3B, Gstr-1 and Gstr-4 before due date.
- Prepare Computations and filling GST returns of Regular, Composition, Work Contracts.
- TDS entry in CompuOffice, calculation of TDS, interest, payment of TDS, Quarterly returns file of Salary and Non- Salary (94C,94H,94J,94I).
- Work in Audit Case with chartered Accountant.

Personal attributes

- Analytical both Technically and Professionally.
- Innovative & Hardworking.

Strength

- Good Communication Skills and Hard Worker.
- Adaptable to New Environment.

☐ Conversant in Tally ERP 9 and Tally Prime.

Academic Qualification

Degree	College/School	Board/University
M.COM	Indira Gandhi National Open University	FINAL YEAR
B.com (P)	Guru govind college of commerce Delhi University	Delhi University
Diploma in E- accounting	DGA Professional Institute	Private
Grade XII	Govt. Co-Ed Sr. Sec. School	CBSE
Grade X	Govt. Co-Ed Sr. Sec. School	CBSE

Personal Details

Date of Birth : June 3rd, 1998
Sex : Female
Father's Name : Sh. Matwar singh
Marital Status : Unmarried
Place : House No. 191 , F Block, Phase 1, Jai Vihar,
Najafgarh, New Delhi – 110 043

(SHOBHA NEGI)

