

Shalini

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CAREER OBJECTIVE

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company

ACADEMIC QUALIFICATIONS

Year	Degree	Institute	Percentage
2018	M.Com	IGNOU	60%
2013	B.Com(H)	Delhi University	49%
2012	C.A - Intermediate	ICAI	50%

WORK EXPERIENCE

Koenig Solutions Pvt Ltd

Oct' 19 – Feb' 21

Accounts Executive – Accounts Receivable

- Generating invoices and account statements.
- Performing account reconciliations.
- Maintaining accounts receivable files and records.
- Producing monthly financial and management reports - Aging Report
- Investigating and resolving any irregularities or enquiries.

Jabra Connect India Pvt Ltd.

Apr' 18 – Oct' 19

Accounts Executive

- Prepare customer's statements, bills and invoices
- Prepare accurate monthly billing adjustments
- Investigate and resolve billing and account discrepancies
- Prepare & finalize GSTR-1, GSTR-2, GSTR-3B

Unique Enterprises

Mar' 17 – Mar' 18

Accountant

- General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.
- Prepare & finalize GSTR-1, GSTR-2, GSTR-3B
- Bank Reconciliation & ledger Account Reconciliation
- Maintain Ledger for Sales, purchase, bank etc.
- Government e-marketing (GeM) - Uploading and rectification of Products, Order processing, Tender filling.

INTERSHIPS

M/s R C R J & Co.

Jul' 14 – Oct' 16

Account Assistant

- Tax Audit, Company law matters, e filing of Income tax returns, TDS returns and ROC forms and VAT returns.
- Statutory and Concurrent Audit of Banks
- Tax and Statutory audit of Private Limited companies engaged in trading and manufacturing businesses.
- Computation of Income Tax of Individuals, Trusts and Companies.

M/s R Mahajan & Associates*Jul' 13 – Jul' 14***Audit Assistant (Articleship)**

- Handled audit assignments such as Statutory Audit, Internal Audit of Bank, MIS Audit
- Preparing bank reconciliation statement
- Vouching & Verification and Reconciliation of Debtors & Creditors.

Technical Skills

- Knowledge of RMS - Resource Management Sysytem
- Knowledge of Accounting Packages like TallyERP9, Busy
- Knowledge of Taxation Package like Computax, Compu TDS
- Knowledge of Windows Microsoft Office (MS Word, MS Excel and Power Point)

Personal Information

- Father's Name - Sh. Suresh Prasad
- Date of Birth - 08/Dec/1991
- Permanent Address – B-21, Gujranwala Appartment,
VikasPuri J Block , New Delhi- 110018