

TOSHEETA SINGHLA

A diversified work experience 7 Years as Paid assistant in, Accounting, Internal Audit, Statutory Tax compliances (Direct Tax & Indirect Tax), Companies Secretarial Work, Management Accounting, Finance etc.

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📍 321/2 Q Street No.2 Than Singh Nagar Anand Parbat,
New Delhi-110005

WORK EXPERIENCE

Paid Assistant

V.K.Khosla& Co. (Chartered Accountants)

04/2015 - Present

Delhi

Achievements/Tasks

- Accounts & Records To Maintained Under GST-Stock Register, Input tax credit availed, Output tax payable and paid, Such other particulars as be prescribed.
- Return Submission-GSTR1,GSTR2,GSTR3,GSTR3B, Annual Return Form 9 and Audit return Form 9C Upload and Submit all return using secure data network.
- Inputs Tax Credit Reconciliation-Match GSTR2A and GSTR2
- Vendor Tax Credit Reconciliation-Identify track and communicate on vender wise input tax disallowances.
- Tax Ledger-Maintain, review, reconcile tax ledger
- MIS Dashboard-Manage tax compliance i.e TRANS-1 ets. though Dashboard and MIS. HSN/SAC code-Co-ordination with Purchases. And IT dept. Maintain Item wise, service wise correct HSN/SAC code in SAP.

Statutory Auditor

Alok Industries, Lirio Lopez - Firm, Canara Bank

04/2015

Delhi

Achievements/Tasks

- Reviewing Advances Accounts, Loans Documents& Preparation of LFAR.
- Carried out Tax Audits & Review Assignments of Companies.
- Prepared Auditor's Report & review of Notes to Accounts.

Internal Auditor

Bharat Sanchar Nigam Limited(BSNL), CONCOR Air Limited

04/2015 - Present

Delhi

Achievements/Tasks

- Revenue Reconciliation, TDS, Service tax, Other Tax Compliances.
- Compliance of various laws viz. Income tax, Vat, ROC, Goods & Service Tax etc.

Accountant (GST, TDS, Income Tax Registration/ Return/ Reconciliation)

Cherubic India, The Ritsumeikan Trust Japanese Liaison Office, Oriole Sourcing LLP

06/2020 - Present

Achievements/Tasks

- Preparation & Filling of GST Related, Filing of Income Tax Return.
- Preparation & Filing of TDS Returns & other various tax Regime.
- Filing of GST returns (GSTR- 1, GSTR 3B, GSTR9 & GSTR-9C). GST Reconciliation, GST Registration.

COMPUTER PROFICIENCY

Knowledge of Business intelligence tools like MS Office, MS Excel, Power point, MS Word, Spreadsheets

Working knowledge of TallyERP 9, Computax, Marg, SAP & NAV.

Knowledge of Banking Software –Finacle.

EDUCATION

B.A Political Science

Delhi University

05/2015 - 05/2018

Delhi

12th

Nav Hind Senior secondary school, CBSE

03/2013 - 03/2015

Delhi

10th

Nav Hind Senior secondary school, CBSE

03/2012 - 03/2013

Delhi

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency