

# Manisha Thapa

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House No.: 32 Savita Niwas,

Sewa Nagar Main Market

New Delhi 110003

## OBJECTIVES

To pursue a challenging and growth-oriented career in an organization that offers opportunities to learn and grow by delivering the results.

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

## ACADEMIC QUALIFICATION

<b>Degree:</b>	MBA	<b>Specialization:</b>	Finance & Accounting
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Qualification	University/Board	Year of Passing	%
MBA	Amity Online University	2021	82
B. Com	Delhi University (NCWEB)	2018	64
XII	CBSE Board	2015	84
X	CBSE Board	2013	82

## PROFESSIONAL EXPERIENCES

**Working with Excellent Printing House as an Accounts Manager.**  
**(1<sup>st</sup> July 2017 to till now)**

Job Description: -

- Filing of GST Returns on monthly basis. i.e., GSTR-1 & GSTR-3B
- Preparation of Corporate Taxes Returns & Finalization of Accounts.
- Taking care of TDS, Payroll and ESIC.
- Generate Invoices, E-way Bill and verify billing input.
- Responsible for maintaining Accounting Ledgers.
- Processing Accounting Transactions in Tally.
- Writing payment vouchers & Handling Petty cash.
- Managed vendor accounts, generating weekly on demand cheques.
- Maintaining the status of funds and Expenditures.
- Performed general office duties and administrative tasks.
- Managed the internal and external mail functions.
- Provided telephone support.

**Worked with R P L & CO. as a Junior Accountant. (15<sup>th</sup> September 2016 to 30<sup>th</sup> June 2017)****Job Description: -**

- Recorded Journal entries in Tally and Busy.
- VAT Return filing.
- Visited as Junior Concurrent Auditor in State Bank of India.
- Worked with Team for Statutory Audit in Punjab National Bank.

**PERSONAL QUALITIES**

- Dynamic & Soft Spoken
- Hardworking, Positive attitude towards work
- Having competitive approach
- Effective Time Management
- Trustworthy

**TECHNICAL SKILLS**

- MS Office (MS Word, MS Excel & MS Power Point)
- Tally ERP 9.0
- Busy
- Quick Books
- GST Returns
- Internet Savvy

**HOBBIES**

- Watching Cricket
- Listening Music
- Playing Badminton

**PERSONAL DETAILS**

<b>Father's Name</b>	Mr. Bal Bahadur Thapa
<b>Date of Birth</b>	27 <sup>th</sup> May 1998
<b>Gender</b>	Female
<b>Marital Status</b>	Single
<b>Languages known</b>	Hindi & English
<b>Address</b>	House No.-32 Savita Niwas, Sewa Nagar Main Market, New Delhi-110003

**DECLARATION**

I hereby declare that all the information above mention is true to the best of my knowledge and belief.

**(Manisha Thapa)**