

TEENA THAREJA

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DOB: 10 Aug 1994

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I am always dedicated & committed to my work and hold ability to work under different work situations. I am always keen to learn new things and never mind to do re-work if required to improve my efficiency and quality of my work. I am always good in terms of ethics and found myself always a helpful hand towards my team members and other colleagues. I am looking for an opportunity to work as key person in Accounts & Finance Domain.

EXPERIENCE-

OCT-2021 – TILL DATE

ACCOUNTS ASSOCIATES, [ASG CORPORATE SOLUTIONS PRIVATE LIMITED, \(NEW DELHI\)](#)

Currently I am Working for Primatus Ltd Situated Registered in UK as an Employee of ASG Corporate Solutions Pvt Ltd, Here I am the one who is responsible for all Legal Companies of four Companies like Bookkeeping, VAT returns, Payroll, Preparation of Budgets, Cost Monitors, Year End & Month End Reports, weekly Preparation of Accounts Payables etc. I gained great Exposure of UK Accounting.

APR -2019 - SEP 2021

AUDIT MANAGER, [SIKKA & ASSOCIATES \(NEW DELHI\)](#)

My major responsibilities were, to work As Internal Audit Manager & Lead the Team & to introduce SOP 'S to Checkpoints to prepare weekly, monthly, quarterly and annual reports so that all Legal Compliance of Company can be fulfilled on time. Additionally, I keep finding ways to automate our data process and to reduce manual entries as much possible, to simplify the formats.

JUN-2018 – FEB 2019

ACCOUNTS EXECUTIVE, [ASC CONSULTING PVT LTD \(NOIDA\)](#)

I used to work for the client, Make Positive Provar on **second party payroll under ASC Consulting Pvt Ltd** My primary role here was to prepare Budgets, MIS reporting, Book keeping, Payroll Management, Evaluate Expense claim for UK Travel. I was the one who was handling all Legal Compliance in the Company i.e., GST, TDS Returns & Month end & Year End Reports.

MAY 2016 – APR 2018 (INTERNSHIP)

ACCOUNTS INTERN, [ASAP & ASSOSICATES \(NEW DELHI\)](#)

I gained propitious experience on data analytics work and gained experience of Interim Audit, Excel, Tally, Bookkeeping related works & Reports.

I had efficient & knowledgeable experience of working on excel to prepare MIS. I achieved to be a good team player when it was required and participated in every team work task.

EDUCATION

2017

M.COM, IGNOU

Subjects- Major ones (Accounts, Economics, Taxation, Accounting, Costing, Financial Management)

2014

B.COM, SOL, DU

Subjects- Major ones (Accounts, Economics, Taxation, Accounting, Costing, Financial Management)

2011

12TH – STANDARD, CBSE BOARD

Subjects– Major ones (Accounts, Mathematics, Economics). Sports player, Annual function participates in different activities, class Monitor.

PROFESSIONAL QUALIFICATIONS

2020

XERO CERTIFICATION

2018

GST CERTIFICATION, ICAI

2014

CS FOUNDATION, ICSI

Subjects- Major ones (Accounts, Economics, Taxation, Accounting, Costing, Financial Management)

2014

CA-CPT, ICAI

Subjects– (Accounts, Mathematics, Economics, Company Law).

SKILLS

- Accounting Software's (Tally, Busy, Xero, QuickBooks etc.
- TDS, GST Software's (Computex, Genius etc
- Payroll Software (Great HR)
- Chat/Writing skills
- Cost monitors, Budgets Preparations
- MIS Reporting
- Processing of data formats
- Excel & Statistics
- Processing of data formats Point Reports
- Dashboard Making
- Cleaning data
- Data Analysis: spread of data, standard deviation and skewness.