**renu SACHDEVA**

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## PROFESSIONAL SUMMERY

Dynamic and highly qualified Sr. Accountant with extensive knowledge of Accounting Procedures and Taxation policies. Capable professional with a verifiable record of accurate bookkeeping and skills in problem solving, multi – tasking and working with customers, vendors and management. Familiar with Financial reconciliation, general ledgers and regulatory reporting.

## HIGHLIGHTS

* General Ledger Accounting
* Account Reconciliation Expertise
* Efficient & organized
* Tax Preparation
* Accurate & Detail-oriented
* Documentation

**PROFESSIONAL EXPERIENCE**

**ACCOUNTANT**

M/s Jagdish & Associates *Jun 2018 to Mar 2020*

*(Chartered Accountants)*

**JOB DESCRIPTION**

* **General Accounting & Receivable**
* Prepares & records Asset, Liability, Revenue & Expenses entries by compiling analyzing account information of various clients.
* Preparation & finalization of Balance Sheet, P&L account & other statements.
* Day to day updation in Tally & Busy, Bank Reconciliation Statements, Party Reconciliation.
* Auditing & verifying documents
  + **Taxation**
* Responsible for Preparation & reconciliation of GST 3B/GSTR-1.
* Making GST Payable and Input credit report for deposit of Tax.
* Depositing of GST and TDS payable before due dates.

**SR. ACCOUNTANT**

M/s Punjab Logistics Services, Ludhiana *Aug 2016 to Jul 2017*

*(Global Freight Forwarding and Transporter)*

**JOB DESCRIPTION**

* **General Accounting & Receivable**
* Responsible for Maintenance of books of Accounts
* Posting of Journal, Payment, and Receipt voucher.
* Day to day updation in Tally, Bank Reconciliation Statements, Party Reconciliation.
* Routine Office Correspondence.
* Draft Invoices and Credit notes.
* Auditing & verifying documents
* Daily preparation of age wise outstanding statement & follow up for the payment.

* + **Taxation**
* Responsible for Service Tax finalization for every month.
* Making Service tax Payable and Input credit report for deposit of Tax.
* Depositing of Service tax and TDS payable every Month before due dates.
* Preparations & Filing of service tax Returns
  + **Banking Operations**
* Handling Banking Operations including liasoning & follow up with Banks for the non-clearance of Cheque with other queries and Daily Fund Position.
* Supervising Bank reconciliation Statements on daily basis.
* Fund Management for the future requirement.
  + **Administrative, Establishment & Human Resource [Resource Control]**
* Preparation & disbursing of Salary to all staff members after deducting Provident Fund & ESI.
* All Other work pertaining to HR, Establishment and Administrative

**SENIOR EXECUTIVE – ACCOUNTS**

M/s IAL Logistics India Ltd, Ludhiana *Feb 2015 to Aug 2016*

*(Shipping Line, Global Freight Forwarding, NVOCC & MTO Accredited)*

**JOB DESCRIPTION**

* + **General Accounting & Receivable**
* Handling Accounts Payable and Accounts Receivable.
* Creating & Posting all type of vouchers (Cash, Bank, and Journal etc.) & making invoices.
* Handling all parties books of accounts & preparation their outstanding.
* Maintaining & keeping Portal updated with Ledger day to day.
* Preparation of Bank reconciliation statement, reconciliation of party ledger A/c.
* Weekly reports to be sent to the top management as per the defined schedule.
* Responsible for Service Tax finalization for every month.
* Making Service tax Payable and Input credit report for deposit of Tax.
* Preparations & Filing of service tax Returns
* Preparation of Salary Sheets & Other related tasks, Disbursement of Salary & Cash handling.
* Maintaining books of debtors & Creditor and payment to them.
* Branch books reconciliation & Coordination with Branch Manager.
* Coordination with Sales Team & Reporting to Management for Debtor Recovery.
* Knowledge of Service tax, TDS
  + **Budgeting & Reporting** 
    - Preparation of Cash Flow Budgeting on Weekly Basis
* **DAILY-** Debtors Outstanding statement with overdue and reporting the recovery status to Management.
* **WEEKLY-** General Expense Reporting, Preparations of Weekly & Monthly Performance Report & updation in Database.

**ASSISTANT ACCOUNTANT**

M/s Panju Agriculture Industries, Ludhiana *Jan 2012 to Feb 2015*

*(Deals in Agricultural equipment’s)*

**JOB DESCRIPTION**

* Enter posting of purchase, sales, payment, receipt collection & journal voucher.
* Prepare reports on accounts payable and accounts receivable.
* Maintaining all accounting work on weekly basis.
* Bank, Debtors & Creditors Reconciliation.
* Day to day cash & bank transactions.
* Preparing outstanding list of Debtor & making Payment follow-up.

**EDUCATIONAL CREDENTIALS**

* Pursuing CS (final) from ICSI, Delhi.
* Post-Graduation in M.com from Kurukshetra University, Kurukshetra in 2015.
* Graduation (BBA) from Punjab Technical University, Ludhiana in 2011.
* 10+2 from Punjab school Education Board, Punjab in 2007.
* Matriculation Examination from CBSE, Delhi in 2005.

**PROFESSIONAL QUALIFICATIONS**

* CIA (Certified Industrial Accountant) from ICA, Ludhiana.

## TECHNICAL EXPERTISE

* Having good Knowledge of Goods & Service tax (GST), Service tax, Sales Tax, Income Tax, Central Excise and TDS.
* Proficient with MS office and ability to use databases for recording and reporting.
* Tally.ERP 9 & BUSY accounting Software.

**PERSONAL DETAILS**

Date of Birth: 2nd September 1989

Marital status: Married

Father’s name: Late Sh. Yoginder Kumar Dhamija

Husband’s Name Deepak Sachdeva

Languages known: English, Hindi and Punjabi

Hobbies/other Interests: Listening Music and Reading Books

**DECLARATION**

I hereby declare that information provided by me is true to best of my knowledge.

**DATE :**

**PLACE: RENU SACHDEVA**