

ANKITA SAHU

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Address: 109 A Single Storey Ghunru Wali Gali Ramesh Nagar - 110015

OBJECTIVE

Seeking an opportunity as a professional in a challenging environment. To work in a competitive environment which demands skills and provides an opportunity for continuous growth and development of the organization.

QUALIFICATIONS

- ❖ Post Graduate in M.Com from Swami Vivekanand Subharti University M.Com, 2018-19
 - ❖ Graduate in B.Com from Allahabad University B.Com, 2011-13
 - ❖ 12th Class CBSE, 2009-10
 - ❖ 10th Class CBSE, 2007-08
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IT SKILLS

- ❖ Well versed with Computer Fundamentals, MS Office, Tally ERP 9, Tally prime & Internet Applications.
- ❖ Proficient in using Accounting, Taxation Software.

SNAPSHOT

- ❖ A dynamic professional experience of 6 years in Accounting and Taxation.
- ❖ Skills in preparing and compilation of Returns of Income of Individuals, Companies & Partnership Firms.
- ❖ Finalizing financial statements, compliance with accounting standard & Companies Act.
- ❖ Preparation of Tax Returns and Goods and Service Tax, GST Registration.
- ❖ Assisted in Income Tax Assessment proceedings & preparing related submissions for the Assessing Officer.
- ❖ Generate E-Way Bill.

AREA OF EXPOSURE

- ❖ Accounts
 - Implementing accounting / financial systems with a view to ensure smooth accounting operations and facilitate internal financial control.
 - Presenting a true and fair view of the financial position by preparing and reconciliation of financial statements viz., Ledgers, P&L Account and Balance Sheet as per revised schedule III.
- ❖ Taxation
 - Preparing Tax Plans and ensuring timely filing of tax returns of Individual, Partnership Firm and Companies.
 - Knowledge of Goods and Service Tax.
 - Detail analysis of investments made under the section 80C, 80D & 80E etc.

EXPERIENCE

Accounts Head

Skynet Digital Services Pvt. Ltd.

05th December, 2022 to till Present

- ❖ Account reconciliation & Bank reconciliation
- ❖ Process payments & invoices accurately.
- ❖ Party Reconciliation, prepared weekly and monthly reports for internal and external purposes.
- ❖ Carry out reconciliation of accounts, general ledger & sub-ledger
- ❖ TDS & GST Returns sheet preparation.
- ❖ Prepare reports related to accounts payable, accounts receivables & manual vouching.
- ❖ Verify financial statements, ledger & accounts for errors & make appropriate corrections.
- ❖ E – Way bill Preparations
- ❖ Processing of LCO Collection reports.

Account Executive

Ecavo Agro Daily Private Limited

24th February to 14th may 2022

- ❖ Prepare, reconcile & record the payments.
- ❖ TDS & GST Returns sheet preparation.
- ❖ Verify financial statements, ledger & accounts for errors & make appropriate corrections.
- ❖ Process payments & invoices accurately.
- ❖ Prepare reports related to accounts payable, accounts receivables & manual vouching.
- ❖ Purchase bill entry in tally ERP.
- ❖ Account reconciliation & Bank reconciliation.
- ❖ Preparing month end reports.
- ❖ Account analysis.
- ❖ Carry out reconciliation of accounts, general ledger & sub-ledger.
- ❖ E-way bill preparations

Senior Accountant

Triveni Greens Parivar Pvt. Ltd., Allahabad.

01st September 2022 to 8th January 2022

- ❖ Perform payable functions of accounts related to construction expenses.
- ❖ Prepare reports related to accounts payable & receivables, Manual vouching.
- ❖ Preparing and analyzing financial statements, ledger & accounts for errors and make appropriate corrections.
- ❖ Account Reconciliation, Bank reconciliation.
- ❖ Account analysis.
- ❖ Party Reconciliation, Preparing month-end reports.
- ❖ Prepared weekly and monthly reports for internal and external purposes.
- ❖ Carryout reconciliation of account, General ledger & Sub-ledger

Account Executive

Proelec Engineering Energy, Allahabad.

19th July, 2021 to 31st August, 2021

- ❖ Prepare, reconcile and record the payments.
- ❖ Bills Receivable, Bills Payable
- ❖ Prepare reports related to accounts payable & receivables, Manual vouching.
- ❖ Verify financial statements, ledger & accounts for errors and make appropriate corrections
- ❖ Bank reconciliation
- ❖ Process invoices accurately
- ❖ Backend MIS reporting
- ❖ Carry out reconciliation of account, general ledger & sub-ledger
- ❖ E-way bill preparations

Accountant

Purwar Sales, Allahabad

22nd July, 2020 to 16th February, 2022

- ❖ Prepare, reconcile and record the payments.
- ❖ Prepare reports related to accounts payable & receivables.
- ❖ Verify financial statements, ledger & accounts for errors and make appropriate corrections.
- ❖ Maintain general ledger at account level.
- ❖ Process invoices accurately.
- ❖ Prepare Balance Sheet, Profit & Loss account.
- ❖ Carry out reconciliation of account, general ledger and sub-ledger.
- ❖ E-Way Bill Preparation.

Accounts Process Owner

Suchita Prakashan Pvt.Ltd., Allahabad

2nd March, 2020 to 21st March, 2020

- ❖ Prepare, reconcile and record the payments.
- ❖ Prepare reports related to accounts payable & receivables.
- ❖ Verify financial statements, ledger & accounts for errors and make appropriate corrections.
- ❖ Maintain general ledger at account level.
- ❖ Process payments & invoices accurately.
- ❖ Carry out reconciliation of account, general ledger and sub-ledger.

Account Assistant

Goyanka & Co. (CA Firm), Allahabad

2nd April, 2018 to 31st October, 2019

- ❖ Prepare, reconcile and record the payments.
- ❖ Prepare reports related to accounts payable & receivables.
- ❖ Verify financial statements, ledger & accounts for errors and make appropriate corrections.
- ❖ Maintain general ledger at account level.
- ❖ Process payments & invoices accurately.
- ❖ Prepare Balance Sheet, Profit & Loss account.
- ❖ Carry out reconciliation of account, general ledger and sub-ledger.

Article Assistant

CA Manoj Goswamy (CA Firm),

Allahabad
2016

26th November, 2013 to 30th October,

- ❖ Prepared ledger, cash books & day books etc. both manual & computerized system.
- ❖ Prepared all type of Income tax return.
- ❖ Prepared trading, Profit & loss account and Balance sheet of different concerns like proprietorship and partnership firms, companies etc.
- ❖ Prepared reconciliation's statement of Banks, Debtors and Creditors etc.

ADDITIONAL INFORMATION

- ❖ Planning and timely execution of assignments.
- ❖ Significant contributor in assignment involving teamwork.
- ❖ Interacting with the clients on a regular basis & providing redressal to all their queries, complaints & handling all clients' relation.
- ❖ Good team member & responsible and reliable.

PERSONAL DOSSIER

Father's Name : Late. Akhil Pat Sahu

Date of Birth : 5th January, 1992

Gender : Female

Marital Status : Unmarried

Nationality : Indian

I hereby declare that the above things mentioned are true and correct and I am solemnly responsible for any deviations as such.

(ANKITA SAHU)

