

CURRICULUM VITAE

GEETA BAHUGUNA

ADD: A-82, KONDLI DELHI

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CAREER OBJECTIVE

HIGHLY ORGANIZED PROFESSIONAL OFFERING PROVEN SKILLS IN DATA PROCESSING AND

DOCUMENTATION MANAGEMENT. ADEPT AT WORKING COLLABORATIVELY WITHIN A FAST-

PACED AND DETAIL-ORIENTED ENVIRONMENT TO FACILITATE WORKFLOW AND DRIVE DEFINED GOALS.

ACADEMIC QUALIFICATIONS

<i>BOARD</i>	<i>YEAR</i>	<i>PERCENTAGE</i>
<i>10TH CBSE BOARD</i>	<i>2017</i>	<i>70</i>
<i>12TH CBSE BOARD</i>	<i>2019</i>	<i>74</i>
<i>DELHI UNIVERSITY (NCWEB)</i>	<i>2022</i>	<i>60</i>

PROFESSIONAL SKILLS

- ❖ ***KNOWLEDGE OF TALLY, BUSY AND E-FREIGHT SOFTWARE***
- ❖ ***KNOWLEDGE OF MS-OFFICE, MS-EXCEL,***
- ❖ ***KNOWLEDGE OF GST (GOODS AND SERVICES TAX)***
- ❖ ***KNOWLEDGE OF E-WAY BILL***
- ❖ ***KNOWLEDGE OF TDS***

❖ *REMITTANCES (INCLUDING 15 CA & CB)*

❖ *BOOKKEEPING*

❖ *RECONCILIATIONS*

WORK EXPERIENCE

❖ *1+ YEAR WORK EXPERIENCE IN ACCOUNTS (COURIER AND LOGISTICS)*

RESPONSIBILITIES

❖ *MAINTAIN DAY TO DAY BOOKS OF ACCOUNTS*

❖ *MAINTAIN BANK STATEMENT DEBTORS & CREDITORS,*

❖ *MAINTAIN JOURNAL ENTRY SALE, PURCHASE & EXP INVOICE,*

❖ *RECONCILE ACCOUNTS PAYABLE AND RECEIVABLE*

❖ *COMPUTE TAXES AND PREPARE TAX RETURNS*

❖ *PUBLISH FINANCIAL STATEMENTS IN TIME*

❖ *ENSURE TIMELY BANK PAYMENTS*

❖ *SUPPORT IN AUDIT FINANCIAL TRANSACTIONS AND DOCUMENTS*

❖ *REINFORCE FINANCIAL DATA CONFIDENTIALITY AND CONDUCT DATABASE BACKUPS
WHEN NECESSARY*

STRENGTHS

❖ *A HIGHLY MOTIVATED INDIVIDUAL WHO IS ALWAYS WILLING TO PUT THAT EXTRA BIT
OF EFFORT INTO ANY ASSIGNMENT.*

❖ *ABILITY TO CONCENTRATE FOR LONG PERIOD OF TIME, WILLINGNESS TO CONFRONT
DIFFICULT PROBLEMS AND THE WILL TO PERFORM UNDER PRESSURE.*

❖ *ORGANIZATION AND ATTENTION TO DETAIL*

❖ *ANALYTICAL AND PROBLEM SOLVING SKILLS.*

❖ *TIME MANAGEMENT*

PERSONAL DETAILS

BIRTH DATE

20 MARCH 2002

<i>FATHER NAME</i>	<i>NANDA BALLABH BAHUGUNA</i>
<i>LANGUAGES KNOWN</i>	<i>HINDI & ENGLISH</i>
<i>MARITAL STATUS</i>	<i>UNMARRIED</i>
<i>HOBBIES</i>	<i>COOKING</i>

DECLARATION

❖ *I HEREBY CONFIRM THAT THE INFORMATION PROVIDED BY ME IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF*

GEETA BAHUGUNA