

# SWETA MAURYA

## ACCOUNTS ASSISTANT

### CONTACT

51/52, street no- 15  
Nai Basti Anand parbat  
New Delhi-110005  
9315234133  
coolshwetam@gmail.com  
DOB- 12<sup>th</sup> sept, 2000  
Languages known- Hindi &  
English

### EDUCATION

#### MATRICULATION

##### • 2015-16

Andhra Education Senior  
Secondary Society School  
CBSE, 9 CGPA

#### HIGHER SECONDARY (10+2)

##### • 2017-18

Andhra Education Senior  
Secondary Society School  
CBSE, 77%

#### BCOM(PROG)

##### • 2018-21

Jesus and Mary College  
DU, 75%

- CPA(Pursuing)
- Compulsory courses conducted by ICAI such as ICITSS, Information technology and orientation program

### OBJECTIVE

Results-driven and highly motivated Accounts assistant with 4 years of experience in overseeing financial operations. Seeking to leverage my strong leadership, analytical, and problem-solving skills to contribute to the financial success and growth of a progressive organization.

### EXPERIENCE

#### R MEHRA & CO • APRIL 2022-PRESENT

- Prepared and analyzed financial statements, including income statements, balance sheets, and cash flow statements.
- Carried out detailed statutory audits and prepare audit report for management and executive reviews.
- Prepare and file GSTR-9& 9C and apply for GST refund in Form RFD-01 along with all paperwork.
- File Income tax returns of various clients like private limited companies, OPC & LLP, partnership firms, sole proprietorship, HUF, salaried employees and non-resident.
- Reconciled bank accounts and resolved discrepancies, maintaining accurate financial records.

#### AVTAR SINGH & ASSOCIATES • OCT 2020-MAR 2022

- Manage a portfolio of clients, overseeing their financial transactions, accounts receivable/payable, and ensuring accurate and timely financial reporting.
- Prepared and file TDS returns form 26Q, 27Q & 27EQ.
- Drafted reply against notices u/s 143(2) & 143(3) and file appeal on income tax portal.

## KEY SKILLS

Financial Analysis  
Taxation Knowledge  
Bookkeeping  
Analytical and Critical Thinking  
Attention to Detail  
Time Management  
Communication Skills  
Proficient in MS Office Suite  
(Excel, Word, PowerPoint)

- Assisting in the preparation of tax returns and computations, while staying updated on tax laws and regulations.

## ADARSH KUMAR & CO • JULY 2019-APR 2020

- Assisting senior accountants in performing various accounting and auditing tasks, including bookkeeping, preparing financial statements, and conducting financial analysis.
- Preparation and filing of GSTR- 1 & 3B.

## INTERESTS

- Learning about investment principles, financial market and economic trends.
- Keen interest in staying up to date with financial trends and market analysis.
- Practicing yoga