RESUME

Name: Yamini Gandhi

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# *Objective

To take a challenging role on business operations as Accounts Executive and give an efficient and effective solution that will help the organization to timely achieve the goals of business. Seeking a career in Finance with a company, where I can apply my Understanding, skills and knowledge to assist in the growth of the company and my personal development.

# *Accounting Skills

🖝 Well versed with all the accounting concepts.

🖝 Good interpersonal and communication skills.

🖝 Ability to work under pressure

🖝 Ready to handle complexity and ambiguity.

🖝 Able to understand any minor or major mistakes in accounts.

🖝 Maintaining good record of all accounts, which is understood by others.

🖝 Preparation of GST return

🖝 Managing statutory compliances like GST payment, GST return filing (GSTR 3B & GSTR 1). For All branches.

🖝 Monthly TDS Adjustments, Payments and Reconciliations.

🖝 Accounting in tally of companies.

# *Professional Experience

Working as Accounts Executive in B L Lifesciences Pvt. Ltd. located at Okhla Industrial area Phase-1 New Delhi 110020 from Jan 2021 to Currently working.

Worked as Audit Assistant in Rajeev Mago & Associates, located at Lajpat Nagar-IV New Delhi. from May 2015 to Mar 2019.

# *Responsibilities

🖝 Maintaining day-to-day cash inflows and outflows.

🖝 Prepare E-invoice at all branches.

🖝 Maintaining, controlling the expenses of the company.

🖝 Reporting the daily, weekly and monthly fund statements.

🖝 PF, ESIC, Professional tax and MLWF Verification and Reconciliations.

🖝 Monthly updating of FA Schedule and records.

🖝 Interacting with internal and external auditors in completing the audits.

🖝 Completing all the activities on sane day without keeping any pending works.

🖝 Handling Bank payments on regular basis Import & Domestic.

🖝 Presenting accounting issues and results to executive committees and upper management

# *Personal Traits

🖝 Willingness to Learn New Things

🖝 Good communication skills

🖝 Straight forward to work

🖝 Quick learner

🖝 Achievements

🖝 Confidence

# *Qualification:

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| --- | --- | --- |
| Master of Commerce | 2024 | Indira Gandhi National University |
| Bachelor of commerce | 2019 | Delhi University |
| Senior Secondary (CBSE – Commerce) | 2015 | Govt. Sarvodaya Bal Vidyalaya, Maharani Bagh |
| Secondary (CBSE) | 2013 | Sarvodaya Kanya Vidyalaya Maharani Bagh New Delhi. |

***Computer skills**

🖝 Internet Concepts, Ms-Access.

🖝 Tally ERP.9 (Jan to Mar 2016) at Lal Bahadur Shastri Institute.

🖝 Basics (MS-Word, MS-PowerPoint, MS-Excel)

***Hobbies**

🖝 Movies and Painting

🖝 Music and Walking

# *Personal Details

🖝 Date of Birth: 10th FEB 1998

🖝 Languages known: English, Hindi.

🖝 Address: Hari Nagar Ashram New Delhi-110014