

NEELU

SENIOR ACCOUNTANT

WORK EXPERIENCE : 3 YEAR

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✉ neeluahirwar5478@gmail.com

🏠 WZ-2 KESHOPUR VIKAS
PURI NEW DELHI - 110018

SKILLS

- Reconciliation
- Month-end close
- Year-end close
- Internal and External Audit Tax Audit & Stock Audit
- Cost Reduction Management
- Public Accounting
- Business Budgeting
- Tally ERP 9 and Tally Prime MS Excel & Genius software
- Tax Audit & Stock Audit GST & TDS returns

ACADEMIC QUALIFICATION

- SSE (10th) CBSE Board.
- SSC (12th, Commerce)

CBSE Board

- B.Com Delhi University

PERSONAL STRENGTHS

- Leadership
- Quick Learner, proactive & takes initiative
- Self-confidence and Good communication skills

PERSONAL DETAILS

- Father's Name : **Mr. Surya Pal Singh**
- Date of Birth : **04.04.2000**
- Marital Status : **Single**
- Nationality : **Indian**
- Address : **WZ-2 Vikas Puri, Keshopur Village NewDelhi-110018**

CA Firm Name - Preeti Mittal & Associates

AUDIT EXPERIENCE

GST Audit : Shri Bala Ji Packaging (proprietor Ship)

PROFESSIONAL WORK EXPERIENCE

TAXATION

- Income Tax
- Tds return
- Gst returns(Gst R1, Gst3b, Gst7

ACCOUNTING

- Accounting (Maintenance of books of account in Tally,)
- Preparation and finalization of Financial Statements.

TECHNICAL PROFICIENCY

- Experience of working with COMUTAX and online utilities of Income Tax for preparation and filling of Income Tax Returns
- Experience of working with COMUGST Preparation of monthly/quarterly returns, Annual Return, GST Audit.
- Experience of working with Tally ERP 9 & tally prime edit log
- Can freely work on Excel, Word and PowerPoint.

ROC COMPLIANCE AS PER COMPANIES ACT 2013

- Incorporation of Company as per the provisions of the Companies Act, 2013 and the rules made there under;
- Post-Incorporation Compliances of a Company;
- Name reservation (under RUN) company;
- Appointment of Director in a Company ;
- Appointment of Statutory Auditors of various companies;
- Preparation of Directors Report;
- Preparation and filing of Annual returns and other ROC forms.

LABOUR LAWS

- Apply Trade Marks application to the Controller General of Patents, Designs and Trademarks under Trademark Act, 1999;.
- Apply FSSAI License under Food Safety and Standards Authority of India

DECLARATION

➤ I hereby declare that the information furnished above is true and correct to the best of my knowledge.

NEELU