

SUNITA KAPOOR

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Professional Qualification

Course	Institution	Year
Masters of Commerce	Indira Gandhi National Open University	2023
Bachelors of Commerce	School Of Open Learning	2021
Class XII	Sarvodaya kanya Vidyalaya	2018
Class X	Sarvodaya kanya Vidyalaya	2016

PROFESSIONAL WORK EXPERIENCE

Organization: Taxation Manager at HAH Intl Shipping Pvt Ltd (April , 2022 to Present)	
Client and Sector	Description of work
HAH INTL SHIPPING PVT LTD – Shipping & Transportation Co. (April-2022 to Present)	<ul style="list-style-type: none">• Tax Compliance: Ensuring compliance with tax laws and regulations, as well as preparing and filing tax returns.• GST Compliance: : Accurate and timely filing of various GST returns , such as GSTR-1 (for outward supplies), GSTR-3B (summary return), GSTR-9 (annual return), and others, based on the nature and size of the business.• TDS Compliance: Preparation and Filing of Form 26Q, 24Q as well as reconciliation of Form -26AS• Registration & Certification Specialization: GST, FCRA renewal, MSME Certificate, Income Tax and Traces Registration, Pan and Tan Card Application.• Cash Management: Monitoring cash flow and managing working capital to ensure the smooth operation of the company.• Invoice Processing: Managing vendor or supplier invoices from receipt to payment.• Financial Reporting: Producing financial statements, such as balance sheets, income statements and cash flow statements to provide an overview of the company’s financial performance.• Accounting and Bookkeeping: Engaging in the preparation of financial statements, maintaining accounting records.
NPG & Associates- Internship Programme	<ul style="list-style-type: none">• Completed one year of internship with CA Neeraj in NPG & Associates . Understanding the concept of company law compliance, regulatory filings, and understanding the legal and regulatory framework relevant to businesses
Software & Technical Specialization	<ul style="list-style-type: none">• TALLY ERP-9 Prime With Edit Log Version, Compu Tax, Webtel- A Compliance Software.• Proficient in creating basic formulas in MS Excel includes (V/H lookups, Pivot, Etc) and a good excel command including 50-55 WPM.• As an accountant with experience in various industries, I have developed strong skills in tax returns and budget oversight and a proactive learner with a flair for adopting emerging trends and addressing industry requirements• A Proactive learner with a flair for adopting emerging trends and addressing industry requirements