

Career Objective:

A highly motivated and detail-oriented finance professional seeking to leverage my expertise in accounting, taxation, and financial auditing to contribute to a dynamic organization. Passionate about streamlining financial processes and ensuring regulatory compliance while continuously learning and adapting to industry advancements.

Professional Experience:**Accounts Executive**

Indian Robotics Solution Pvt. Ltd., Noida

Jan 2024 – Present

- Coordinating with clients for GST filing, bookkeeping, payments, sales, purchases, income tax filing, and auditing.
- Handling GST portal filings (GSTR1, GSTR3B) and reconciling GSTR2A & GSTR2B.
- Managing income tax portal operations and preparing taxes.
- Ensuring timely processing of TDS payments.
- Working on Tally ERP9 & Tally Prime for various accounting tasks.
- Assisting in financial audits, enhancing accuracy, and improving efficiency.

Accountant & Administration

MEDISERVE, Delhi

May 2023 – Jan 2024

- Managed bookkeeping, taxation, and compliance-related tasks.
- Administered GST filings and reconciliations.
- Assisted in process improvements and financial record analysis.
- Overseeing GeM Portal bids and ensuring timely supply delivery.

Junior Accountant

NDRL & CO, Delhi

May 2021 – May 2023

- Conducted financial audits and tax filings.
 - Supported senior auditors in examining financial records.
 - Assisted in the preparation of financial documents, improving efficiency by 20%.
 - Implemented operational process improvements.
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Education

- **M.Com (Commerce)** – Indira Gandhi National Open University (2024)
 - **B.Com (Commerce)** – University of Delhi (2021)
 - **Class XII (Commerce)** – CBSE, New Delhi (2018)
 - **Class X** – CBSE, New Delhi (2016)
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Technical Skills:

- Accounting & Bookkeeping
 - GST Portal Registration & Filing
 - Taxation & Audit
 - TDS Payments
 - Financial Reporting
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Software Proficiency:

- Tally ERP9 & Tally Prime
 - GeM Portal
 - MS Office (Excel, Word, PowerPoint)
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Additional Information:

- **Date of Birth:** 20th January 2001
- **Address:** 409, First Floor, Gali No. 8, Sarpanch Ka Bara, Mandawali Fazalpur, New Delhi – 110092
- **Father's Name** - Mr. Sunil Kumar
- **Marital Status** - Unmarried

Shalini