

# RADHIKA JUNEJA

GST Accountant

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Address: 46/30, Ivy Street, New Delhi



A certified GST practitioner with a keen eye for reviewing, investigating and correcting errors and inconsistencies in financial documents. Skilled in handling audit assignments.

## EDUCATION

B.Com ▶ Millennium College, New Delhi	2018
Higher Secondary ▶ DPS, Mathura Road, New Delhi	2015
Senior Secondary ▶ DPS, Mathura Road, New Delhi	2013

## PROFESSIONAL ENHANCEMENTS

Certifications	▪ Certified GST professional   2019.
Courses	▪ Advanced course in tax and accounting from CA Nimish Gaba in 2018. ▪ Course in MS Office Suite in 2018.

## EXPERIENCE / INTERNSHIP

Accounting Intern ▶ Nimbus Pvt Ltd, New Delhi	Jun 2018 – Aug 2018
▪ Completed weekly check runs and prepared cash disbursement reports. ▪ Reviewed invoices for coding accuracy and approval. ▪ Investigated and resolved issues related to GST while releasing payments. ▪ Prepared 150 tax forms for all vendors and W-2's for employees. ▪ Liaise with internal and external auditors.	
Client relationship Intern ▶ RK Consultants, New Delhi	May 2017 – Jul 2017
▪ Generated lead by cold calls and digital marketing. ▪ Used scripts to provide information about society amenities, layout, price and rules and regulations. ▪ Arranged business meeting with prospective clients. ▪ Build long term relationships with new and existing customers.	

## PROJECTS

### Impact of GST on Indian Economy

- Studied the advantages and disadvantages of GST introduction on the country.
- Highly appreciated for publishing the report in 2 national journals.

## SKILLS ( TECHNOLOGY / FUNCTIONAL )

GST Accounting | Internal and External Audits | Mergers and Acquisitions | MS Office Suite | Cost Accounting |  
Regulatory Compliance

## EXTRA-CURRICULAR

Volunteering	▪ Volunteered for Clean India Campaign in 2016 and 2019. ▪ Volunteered for plant a tree Campaign in 2018.
Participations / Sports	▪ Winner of Inter-College debate competition in 2018. ▪ Third prize winner in Quiz for Commerce Students organised by Harvard university in 2017.
Publications	▪ International Journal of Commerce, April 2017 ▪ Conference for Research in Commerce, March 2017
Languages	▪ English ▪ Hindi ▪ Japanese