

AAKANSHA NEGI

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ACCOUNTANT

RZC-38, JAI VIHAR, NAJAFGARH, NEW
DELHI-110043



SUMMARY

As an accountant with four years of experience, I have a proven history of managing financial reports and ensuring compliance with regulations. Highly analytical, result-driven accountant skilled at working quickly and accurately under tight deadlines. Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable and providing executive administrative support.

EDUCATION

DELHI UNIVERSITY

Bachelor's of commerce
2019 - 2022

GOVT CO-ED SARVODAYA VIDYALAYA

Passed 12th in Commerce through CBSE Board
2019

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

CERTIFICATIONS

- Certification in Tally from Global Net Technologies.

PROFESSIONAL EXPERIENCE

Accountant

MYND SOLUTIONS PVT LTD | MARCH 2023 - Present

- Working as a Processor in accounts Payable.
- Proofread invoices and documents to ensure accuracy.
- Verify billing information with details provided in support documents
- Processing invoices PO & Non-PO basis.
- Working In ERP (Oracle).

Accountant

Purushothaman Bhutani & Co. | APR 2021 - FEB 2023

- Managed books of various clients.
- Prepared and finalized balance sheets.
- Prepared reports of clients for filing their taxes.
- Filed GST, TDS, AOC-4 & MGT-7.
- Worked in Tally, Busy & computer based software Compu Tax.

Account Intern

KMPG & Associates | DEC 2019 - MAR 2021

- Learned book keeping & managed books of clients
- Prepared reports for GST & also filed the GST.
- Provided administrative support, including answering phone calls, responding to emails.