

RESUME

Ritka Yadav

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Career Objectives:

To Build career in a growing organization, where I can get opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment

Academic Qualification:

- ✓ 10th Passed from CBSE Board in 2019.
- ✓ 12th Passed from CBSE Board in 2021.
- ✓ Pursing (B.com Prog.) from Delhi University. (Complete in 2024)

Other Qualification:

- ✓ Basic Knowledge of Computer.
- ✓ Having Knowledge of MS-Excel, MS-Word, Good & Service Tax (GST), Tax Deducted at Source (TDS) and Tally Prime Software.
- ✓ Have Done Job E-Commerce by Skywin India Marketing for 3 Months.
- ✓ Done Internship under Procor Compliance Solutions LLP for 15 Months.

Experience:

- ✓ Currently I'm working in **Technociv Technologies Private Limited as Accounts Executive since June'23 to till date.**

(Preparing of Quotation, Purchases Order, Sales Order & Performa Invoice, Preparing of Tax Invoice, Preparing Voucher on Daily Basis, Maintain Books of Accounts, GST Returns on Monthly Basis, Professional Tax for State)

(Preparing Books of Accounts, Preparing Data and Filed Return GSTR1, And GSTR3B, Bank Reconciliation, Debtors and Creditors Reconciliation, Preparing Voucher, TDS)

2 Year Working in Procor Compliance Solution LLP as Accountant Assistant.

(Preparing Voucher on Daily Basis, Maintain Books of Accounts, GST Returns on Monthly Basis, Tax for State Professional)

(Preparing Books of Accounts, Preparing Data and Filed Return GSTR1, And GSTR3B, Bank Reconciliation, Debtors and Creditors Reconciliation, Preparing Voucher, TDS)

LANGUAGE KNOWN	: ENGLISH : HINDI
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Declaration:

I hereby declare that the above-mentioned information is correct up to knowledge and I bear the responsibility for the correctness of the above e-mentioned.

Place: New Delhi
(Ritika Yadav)