

# Poonam Negi

B-18, Kotla Village, Mayur Vihar Ph-1, Delhi-110091  
pnegi1276@gmail.com | 9315115575

Organized Accounts Assistant knowledgeable in various accounting programs and possessing computer skills. Acknowledged for reliability, integrity, multitasking and quick-learning ability. Dedicated with strong work ethic and resourceful nature.

## Professional Experience

---

### KPMC & ASSOCIATES

07/21 - 03/22

#### Accounts Inter

- Prepare Financial Statement ( Balance Sheet and ( Profit & Loss) of the year.
- Used accounting software to prepare weekly and monthly financial reports.
- Filling Annual Income Tax return using Computax Software.
- Filling Monthly & Quarterly GST returns (GSTR 1 & GSTR 3B).
- Filling TDS returns (24Q & 26Q).
- Filling ROC compliance of the year.
- Performed administrative duties such as word processing, data entry etc

### KPMC & ASSOCIATES

07/22 - present

#### Accounts Assistant

- Prepare Financial Statement (Balancesheet and ( Profit & Loss) of the year.
- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Used accounting software to prepare weekly and monthly financial reports.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Communicated with suppliers to reconcile invoice payments.
- Reported financial data and updated financial records in ledgers and journals.
- Filling Monthly & Quarterly GST returns (GSTR 1 & GSTR 3B).
- Filling TDS returns (26Q & 24Q).
- Filling ROC compliances of the year.
- Filling Annual Income Tax return using Computax software.
- Performed administrative duties such as word processing, data entry etc.

## Education

---

### Delhi University

08/19 - 07/22

#### Bachelor Of Commerce - 7.95 CGPA

## Soft Skills

---

- Communication skills
- Quick learner
- Attentive while working

## Key Skills

---

- Microsoft office, HTML, JAVA etc.
- Auditing
- Computax software

## Interests

---

- Dancing
- Music
- Sports
- Travelling

## Declaration

---

I hereby declare that all the above furnished information is true and best of my knowledge and belief. The originals will be produced as required.

(POONAM NEGI)