

Karishma Bansal

Karishmabansal16122003@gmail.com

Phone: +91 9541033761

“To explore the new areas and work in a dynamic organization .Work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization’s objective”

Profile Summary

- An analytical thinker with excellent reasoning, interpersonal skills & Excel skills.
- Multilingual personnel proficient with English and Hindi.
- To implement the acquired skills and knowledge in a systematic & innovative way and constantly upgrade my analytical skills for fulfilling the organizational goals and personal growth.
- Conversant with MS-Office, Tally ERP.9, Compu Tax, etc.

Work Experience & Articleship Details

- Account Executive at VDH & Associates , Tricity plaza , Peermuchulla , Dhakoli Zirakpur

WORK EXPERIENCE

- All types of **GST related assignments** including GST Registrations and GST Returns
- Preparation of Income Tax Returns of Various non corporate assesses.
- Verification of timely and correct deduction and deposit of **TDS** along with return filing and its rectifications.
- Used advanced Microsoft Excel to create pivot tables and pivot reporting, as well as use VLOOKUP function

Professional Qualification

| Course | Institute | Year | Percentage |
|------------------------------|--------------------------------------|------|------------|
| Senior Secondary Examination | Aggarsain Public School, Kurukshetra | 2021 | 88.40% |
| Secondary Examination | Aggarsain Public School, Kurukshetra | 2019 | 80.20% |

COMPUTER PROFICIENCY

- Tally, Computax
- Microsoft Office Suit:
 - MS Excel – with hands of knowledge of functions like Pivot Table, Goal Seek, Index match, VBA etc.
 - MS Word; and
 - MS Powerpoint