

SHRUTI SHUKLA

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**CAREER OBJECTIVES**

A self-moving person with an objective to serve as a responsible Accounts professional by making useful application of Accounting knowledge &Auditing expertise. To seek challenging assignments and responsibilities that allows me to gain expertise in the field of Accounting and Auditing.

**Academic Qualifications**

**Year 2008:** Professional qualification from ICAI.

CA Intermediate, Percentage: 50%

**Year 2007:** Post Graduation from University of Calcutta.

M.Com (specialization in Accounting & Finance), Percentage: 51%

**Year 2005:** Graduation from University of Calcutta.

B.Com (Honors), Percentage: 60%

**Year 2002:**ST. Thomas Girl’s School, Kolkata

Class XII **(**I.S.C Board**),** (Commerce), Percentage: 75%

**Year 2000:** ST. Thomas Girl’s School, Kolkata,

Class X (I.C.S.E Board) Percentage: 66%

**Computer Training**

Information Technology training: Board of Studies, ICAI.

1. MS Office
2. Accounting Software: Tally, PFMS

**Employment Experience**

Organization & place of work:

1. **Chartered Accountant Firm: B. K. Shroff & Co**.

**Position: Audit Assistant (Articleship Training)**

Place of Work: Kolkata

Tenure of training: 3Years

Date of joining: April 22nd 2008

Date of completion: April 21st 2011

**Duties and responsibilities**: Assisted in Internal audit and Statutory Audit with the application of various principles of accounting, accounting standards and Standards on auditing.

1. Educational Institutions

* Verified students fees collection receipts with fees collection register.
* Book keeping records: Trial balance, process of maintaining voucher with supporting evidences and ledger verification in their respective accounting software.
* Preparation of Financial statements of Accounts (quarterly and annual basis).

1. Receipts & Payments A/c
2. Income & Expenditure A/c
3. Balance Sheet

* Preparation of quarterly reports and annual reports.

1. Charitable Trusts

* Verified debit and credit vouchers, opening and closing ledger balances.
* Ledger verification in their accounting software.

1. Limited Companies.

* Verified debit and credit vouchers, ledger balances and annual accounts.
* Compare and casting of the Annual Accounts manually to assess the arithmetical accuracy of the monetary transactions.

Year: May 2010 to May 2013: Appeared & prepared for various competitive examinations such as CA Final & Banking Exams and presently pursuing B.ed in Commerce.

Organization & place of work

**2**. **Borehole Geophysics Research Laboratory**, **Ministry of Earth Sciences**.

Place of Work: Karad, District: Satara, Maharashtra.

**Designation: Section Officer**

Project title under which recruited: Scientific Deep Drilling Programme in Koyna Region.

Tenure: December 29th 2014 to December 28th 2015 (temporary on contract basis for one year).

**Duties & Responsibilities**

* Processing of invoices and expenditure bills.
* Maintaining expenditure records.
* Read Government rules & regulations.
* Assisted in Research and Development activities.

Organization and Place of work

**3. National Centre for Disease Control**

**Programme title under which recruited: Integrated Disease Surveillance Programme**, **Ministry of Health and Family Welfare**.

**Designation: Accounts Officer**

Place of Work: Delhi.

Tenure: 19th January, 2018 to 31st March, 2019. (Contract basis)

**Duties & Responsibilities**

1. Drafting noting for approvals.
2. Bills processing of expenditure incurred such as Telephone expenses.
3. Bill processing of recurring expenses in PFMS (meeting expenses, purchases made, remuneration to the employees and outsourcing employees).
4. Drafting sanction letters and forwarding letters for the bills to be processed.
5. Submission of the bills made to the Pay and Accounts office through the cashier.
6. Keeping records of the bills processed in the voucher file.
7. Recording entries of the bill in the bill register. (Manually maintained).
8. Drafting sanction letter of trainings conducted.
9. Processing of bills in PFMS of trainings conducted.
10. Preparing and processing GEM bills.
11. Maintaining TDS register.
12. Reconciliation of bills.
13. **Medical Stores Organization**, **Ministry of Health and Family Welfare**.

**Designation: Consultant (Accounts Officer)**

Place of Work: New Delhi.

Tenure: 06th June, 2019 to 31stOctober, 2019. (Contract basis)

**Duties & Responsibilities**

1. Drafting noting for approvals.
2. Bills processing of expenditure incurred.
3. Bill processing of recurring expenses in PFMS
4. External Audit and Internal audit.
5. Purchasing through GEM
6. Administrative matters

**5. National Testing Agency, Ministry of Education**

Place of Work: Noida

Tenure: 11th November, 2019 to 31st July, 2021(Contract basis)

**Designation: Consultant (Finance & Audit)**

**Duties & Responsibilities**

1**.** Verification and withdrawing of Employees provident Fund (EPF of employees) through EPFO portal.

2. Reconciliation of Accounts.

3. Verification of ESI of employees.

4. Preparing noting of invoice bills.

5. Processing invoice bills & payments to vendor.

6. Making center payments of the examination units (UGC Net, CSIR Net, JEE, NEET Exam)

7. Recording & making entries in Tally.

8. Filing TDS return.

9. Salary as well as Pay fixation of Deputation/ Contractual contractual employees of the organization.

10. Preparing Supplementary Budget of financial year.

11. Preparing TDS challan.

12. Preparing sanction advice of vendor payments.

13. Reconciliation of Banks & Vendors.

14. Processing of bills of subject Experts.

**Seminars attended**

Attended National Convention as a delegate conducted by ICAI in the year 2008 & 2011.

**Abilities and skills**

* Examine, analyze and prepare accurate financial records and statements.
* To maintain financial statements and Books of Accounts in accordance with fundamental accounting principles.
* To record the accuracy of financial transactions.
* To excel in my field through hard work by utilizing best of my abilities.

Name: SHRUTI SHUKLA

Place: Greater Noida