

Mohini Shukla

Gurgaon, Haryana-  
122002

8.2 Years' Experience in  
Accountant  
1 Year Experience in E-Commerce  
Online Payment Accountant  
Email-  
[Shuklamohini1@gmail.com](mailto:Shuklamohini1@gmail.com)  
9648237640

## CAREER VISION

- Multi-Tasking Person knowledgeable in Accounts and Accounting Software offering 5.6 Years of experience in Account Profile. Working With professional with complete understanding of entire Accounts Profile life cycle. Audits works And Ability of a Fast Learner and always want to grow with Team and singly as required. Highly motivated and willing to work in a rapidly evolving environment.

## ACADEMIC DETAILS

Master of Commerce	May 2016
Bachelor of Commerce	May 2014
XII UP Board	May 2011
X Up Board	Jun 2009

## TECHNICAL SKILLS

### Skills

- Compu Office
- Income Tax | T D S | T C S | TRACES
- GST RETURNS | GST REGISTRATION | GSTR-3B | GSTR -2B | GSTR-1 | GSTR-4 | GSTR-9 | GATR-9C
- Tally ERP 9.0 | Tally ERP 7.0
- GST OFFLINE TOOL
- 15 CA/CB Filing | 26QB | 26QD | TDS | TCS
- Accounts Payable | Accounts Receivable | Billing | Payment Follow-ups | Debtor Reconciliation | Creditors Reconciliation
- MSME Loan |

### Strength

- Ability to perform in high pressure and coordinate with audit team
- Strong work ethics, flexibility, proven attention to details and quality
- Strong team and collaborative working
- Ability to change negativity into positivity.

## EXPERIENCE AND INTERNSHIPS

### Viral Pitch Technologies Private Limited, Gurgaon, Haryana

Nov 2022-Present

Working as Account Executive and Team Leader

### Gulati and Chaudhary, Chartered Accountants, Kanpur

Oct 2016- Oct 2022

Working as Accountant Executive and Computer Operator

### Trendy Today E-comm. Solutions Pvt Ltd, Kanpur

Sept 2015 – Oct 2016

Worked as an Accountant and team leader of E-comm. Sector

(Amazon | Snapdeal | Flipkart | Paytm | Shopcluse)

**Mahindra club Holidays**

Worked as an Computer Operator

Feb2015-sept2015

**RAMA SHIV SUPERSPECIALITY HOSPITAL**

Worked as an Accountant

Sept2013-Mar 2014

**CERTIFICATION** 3 month completed Tally Certificate from DATA EXPERT. 3 month course of CCC from DATA EXPERT.**INTERESTS**

Watching Series | Playing Badminton | Listing Music | Reading News paper | Updation | Internet Surfing

**PERSONAL DETAILS**Date of Birth – 15<sup>th</sup> April, 1994

Sex - Female

Permanent Address – Nawabganj, Kanpur-208002

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and believe.

**Gurgaon, Haryana****Mohini Shukla**