

# GEETA BISHT

**Date of birth:** 15/11/1984

**Nationality:** Indian

**Address:** A-72, Gali no-5 East Vinod Nagar, Delhi 110091, India

**Phone number:** +91-9717857527

**Email address:** geetanna@rediffmail.com , geetubisht1984@gmail.com

**Father's Name:** Mr. Madan Singh Bisht



## Profile

- I aim to join a forward-thinking company that effectively harnesses my skills and talents, fostering an environment where my professional growth aligns seamlessly with the company's progress. In addition, I aspire to collaborate with a team that values innovation, encourages continuous learning, and offers opportunities for leadership development. Together, we can contribute to the mutual success and advancement of both my career and the organization.



## Education

2001 - 2004

**Delhi University | B.Com**

**Finance | MBA**  
**Amity University**



## Work Experience

10/2018 - PRESENT

**Paranjape & Co.**

**Job Responsibilities:**

- Proficiently handle the preparation and filing of GST and TDS returns.
- Execute bank and intercompany reconciliations with precision.
- Actively engage in communication and coordination with bank authorities, ensuring accurate preparation of bank reconciliation statements to reconcile cash and bank balances.
- Diligently oversee the maintenance of statutory accounting records.
- Conduct reconciliation processes for vendors and customers.
- Perform data entry for sales and purchase transactions in Tally, meticulously calculating monthly taxes.



## Work Experience

04/2014 - 06/2017

**Account Executive**

**Prakash Inscript Innovations Pvt. Ltd.**

**Job Responsibilities:**

- Collaborate with various agencies to meticulously analyze and review billings, taxation compliance, purchase orders, vendor reconciliations, invoices, vouchers, and manual voucher processing, including expenses, agreements, weekly reports, and vouchers.
- Proactively engage with banking authorities to prepare comprehensive Bank Reconciliation Statements for the alignment of cash and bank balances, while also managing payments, DD, and fund transfers with banks.
- Streamline the processing of cash invoices according to company policies on a daily basis.
- Oversee the processing of all purchase invoices, ensuring meticulous documentation checks before authorizing payments.
- Efficiently manage administration bills and ensure timely payments.
- Take an active role in monitoring statutory accounting records, bank reconciliation, and financial statements.
- Handle the weekly reimbursement process for employee travel expenses, adhering to HR rules.
- Ensure prompt vendor payments in line with credit terms.
- Conduct thorough reconciliations of vendors and customers.
- Prepare comprehensive audit schedules for auditing purposes.
- Accurately record sales and purchase entries in Tally and calculate monthly taxes.
- Monitor email communications and respond to clients in a timely and professional manner.
- Calculate TDS on invoices and ensure the timely deposit of the deducted amounts.
- Manage month-end financial activities.
- Facilitate foreign payments to vendors with precision.



## Work Experience

02/2013 - 04/2014

### Account Assistant Jagdamba Industries

#### Job Responsibilities:

- Assist in maintaining accurate financial records and ledgers.
- Process invoices, receipts, and payments accurately and promptly.
- Reconcile bank statements and monitor financial transactions.
- Prepare and submit financial reports as required.
- Assist in the preparation of budgets and financial forecasts.
- Collaborate with the finance team on various accounting tasks.
- Ensure compliance with accounting principles and company policies.
- Assist in the auditing process by providing necessary documentation.
- Handle routine administrative tasks related to accounts.
- Maintain confidentiality of financial information.
- Assist in other accounting and finance-related tasks as assigned by superiors.



## Hobbies



Feeling the  
music



Every kind of  
sport



## Languages and Computer

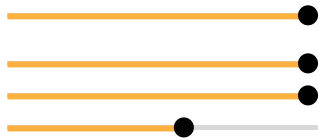
### ~ LANGUAGES

English  
Hindi



### ~ COMPUTER

MS Office  
(Word, Excel, Powerpoint)  
Internet Applications  
Tally 4.5, 5.4, 9  
Manual Accounting



## Strengths

# Sales skills   # communication  
# leadership - Client relationship   # negotiation  
# strategic planning   # Adaptable  
# Responsible



## Hobbies



Exploring  
distant lands



Getting lost in a  
good book



Capturing  
moments