

SIMRANJEET KAUR

RZQ-71, Nihal Vihar,

New Delhi-110041

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Career Objective:

To be effectively utilized for targeted goals of the organization, get a skill oriented Challengeable Position in professionally managed Organization and active participation in middle management's activities to arrive at the material and virtual target with the help of smooth and creative team members and team work for organizational success.

Educational Qualifications:

Qualification	Institution	Year(s)
High school (10 th)	CBSE	2014
12 th (10+2)	CBSE	2016
B.COM	Delhi University.	2019
M.COM	Indira Gandhi National Open University	2022

Work Experience:

- **(September 2017 to February 2018)** 6 Month Experience as a Trainee Accountant in CA Firm Dkg Associates & Co. .
- **(June 2018 to November 2022)** 4.5 Years Experience as Sr. Finance Accounts Executive in LDBD Consultancy PVT. LTD
- **(November 2022 to Present)** Working as Sr. Finance Accounts Executive in MS Institute of Education PVT. LTD (MS group of Companies).

Additional Qualification:

- Certified Industrial Accountant (CIA) from The Institute of Computer Accountant
- (ICA), New Delhi.

Computer Exposure:

- Substantial knowledge of working with MS Excel, MS Word, Tally ERP 9, Busy, Webtel Software, Marg, Computax, CompuGST, Internet & Other required software's to perform managerial tasks.

WORK KNOWLEDGE:

- Recordkeeping
- Bookkeeping.
- Account reconciliation
- Basic Accounting.
- Financial Accounting
- Accounts Payable
- Accounts Receivable
- Inventory Management.
- Taxation (GST & TDS)
- ESI & PF payment
- Prepare Salary statement.
- Filing of TDS and GST returns
- Eway Bill.
- E-Invoicing.
- Finalization of Books
- Prepare Debtor & creditor Statement
- Prepare Stock Statement
- ROC Work
- Balance sheet
- Auditing
- STPI Filling
- DGFT- IEC Registration.
- Individual ITR

WORK EXPERIENCE:

- To maintain books of accounts on daily basis in Tally/Busy/Marg Or any Other required software's to perform managerial tasks.
- Bank Reconciliation
- Manage GST Reconciliation with books &GSTR2A, GSTR1,GSTR3B
- Monitoring the books & pass necessary adjustment GST entries.
- To handle all reconciliation with inter branch.
- Preparing accounts payable checks
- controlling, verifying, and generating invoices for suppliers
- GST calculation, GST Refund, GST payment, e-way bills, , and all other applicable GST compliances.
- Payment of TDS,GST, Advance Income tax.
- To ensure all the bills are paid properly and timely prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- GST RETURN FILING: GSTR 3B AND GSTR 1 ON TIMELY BASIS.

- Prepare Debtor & Creditor Statement.
- Prepare Stock Statement.
- Prepare Salary Statement & Pay slip On Monthly Bases
- GST Registration On GST Portal.
- TDS Registration on Traces.
- TDS Payment, TDS Return filling, and all other applicable TDS Compliances
- ROC(Registrar Of Companies) Work.
- Balance Sheet Preparation.
- Eway bill generation.
- Finalization of Accounts and preparation of Financial Statement.
- TDS Reconciliation (26AS)
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to report and procedural standards.

Work Experince in types of Company:-

- Manufacturing Company.
- Service Sector Compnay.
- Trading Company.

Strength:-

- Positive Attitude.
- Smart work.
- Fast learner and Eagerness to learn.
- Determine.

Personal Details:-

- **Fathers Name** : **Mr.Ravinder Singh**
- **Date of Birth** : **18/12/1998**
- **Nationality** : **Indian**
- **Language Known** : **English & Hindi**
- **Marital Status** : **Unmarried**

Declaration:-

- I do hereby declare that the particulars of information and facts herein above are true correct and complete to the best of my knowledge and belief.

Date:-

Place:- Delhi.....

(SIGNATURE)