



Priyanka Bhatia

Aiming for career enrichment in the field of Accounts/Company Secretary.

CAREER OBJECTIVE

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will Endeavour far most in achieving goals.

ATTRIBUTES/ ABILITIES:

- Excellent interpersonal and communication skills.
- Self- motivated, methodical and process driven.
- A team player, continuous learner and pro-active.
- Independent and willing to take the initiative.

STRENGTH:

- Positive attitude, and ability to work under pressure.
- Ability to reach goals.
- Leadership quality.
- Sincere in work assigned.
- Patient Listener.
- Hard working and determined towards work.

ACADEMIC QUALIFICATION:

- Passed B.com from Delhi University in 2011.
- Passed 12th from CBSE in 2008.
- Passed 10th from CBSE in 2006.

Contact Details:-

Mobile: +91-7876380011

Email id:
priyankabhatia665@gmail.com

Top Skills:-

- Review Notices, Resolutions and minutes of AGM, EGM.
- Dealing with Clients.
- Compliances of Companies

Computer proficiency:-

- Basic knowledge of MS-Office, Excel and TALLY, Erp-9 from NIIT

PROFESSIONAL QUALIFICATION

-Passed C.S Executive Examination in December 2014.

PROFESSIONAL EXPERIENCE

- Worked with Arvind Kushwaha & Associates from Jan 2017 to Mar 2017.
- Worked with Poddar Global Pvt Ltd from Jan 2020 to May 2020.
- Worked with Legal Raasta Technologies Pvt. Ltd. Oct 2021 to Dec 2021.
- Worked with M/s. Alok Khajanchi & Associates Jan 2021 to Feb 2023.

ROLES AND RESPONSIBILITIES

- Handling office petty cash for daily Transaction.
- Handling Purchase & Sales Accounting.
- Making & Issuing Monthly Employee Salary.
- Inspection of company.
- Reviewing compliances of companies.
- Checking past records of company from MCA website.
- Incorporation of Public & Private Company and LLP.
- Incorporation of Section-8 Company.
- Closure of Company.
- Maintaining of Statutory Registers.
- Filling of Form related to appointment and Cessation of auditor.
- Public Inspection of documents on MCA Portal.
- Any other ROC Compliances of Company & LLP.
- Change in Name clause of the Companies.
- Change in objects clause of the Companies.
- All type of Alteration in MOA & AOA of the Companies.
- Reviewing of resolutions, notices of board meetings, general meetings.
- Start Up of Companies.
- Preparing Drafts of Annual Filling.
- Maintenance the record of registers.
- Releasing the import payments.
- Dealing with clients for Business Development.
- Record and Audit of Banking Transactions.

Personal Information

DOB: 9th June 1991.

Nationality: Indian

Languages Known: English, Hindi, and Punjabi.

Address: Near Krishna Vatika, Dayanand nagar, Street no.2,
Bahadurgarh, Haryana.