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| **Shweta Tyagi**  **(LLB, MBA & M.Com)** | |
| ***Present Residential Address:***  Flat -63A , Shree Shyam City near Surat City , Fafrana Road, Modinagar , Ghaziabad  Pin - 201201  ***Phone no:***  9634923802  ***E-mail:***  shwetatyagi1303@gmail.com  ***Personal Data:***  *Father Name : Sh. Surendra Tyagi*  *Date of Birth : 13th  March,1989*  *Gender : Female*  *Nationality : Indian*  Marital Status ***:*** Married  Language Proficiency ***:*** Hindi  & English | Career Objective  To contribute to the organization with the best of my abilities in achieving organizational goals and to have continuous self-development by exposure through new assignments and to gain professional expertise.  Academic & Professional Qualification:   * **LLB** from C.C.S. University in ….. * **MBA (Finance)** from UPTU in 2015 with First Division.   + - **M.Com** from C.C.S. University in 2014.     - **B.Com** from C.C.S. University in 2012.     - **10+2 (commerce)** from C.B.S.E. board in 2007.   Experience   * Currently working as ………. with C.A. Kashish Bansal in RDC, Ghaziabad from …………... * Self GST practicing from 01/07/2017 onwards. * Worked as ……… in Admin. Department of IMRC college of Bhaina, Sadarpur, (Name of District) from …….. to ………….. * Worked about 2 years as Senior Accountant in M/s Fine Paints & Chemicals, Ghanta Ghar, Ghaziabad from 01/09/2015 to 31/07/2017. * Worked for 3 years as an assistant with M/s Singh and Associates, RDC, Ghaziabad from 10/08/2011 to 10/08/2014.   Job Profile   * + - Preparation of GST returns independently.     - Registration of Firms under GST Act.     - E-Filing of monthly & Quarterly GST Returns.     - Preparation of Income Tax returns.     - Journal Accounting.     - Sales & Purchase Accounting.     - Reconciliation of Bank, Sale and Purchase accounts.     - E-filing of TDS Return.     - Preparing audit programs in consultations with client     - Handled Vat Audits independently.     - Annual VAT Return filing under UPVAT Act.   Key Skills   * Income Tax Auditing. * GST return filling. * Preparation of TDS & Income Tax return. * Journal Accounting, Sales & Purchase Accounting. * Filing of ITRS. * Ledger Scrutiny.   Computer Knowledge:  Working knowledge of MS-Word, Excel, Power Point, Internet, Tally9 ERP, Busy & Computax.  Key Strengths   * Positive attitude & team sprit. * Fully dedicated to my work. * Good interpersonal & influencing skill. * Problem solving approach.   Extra –Curricular Activities   * Travelling * Listening to Music   I hereby declare that all the above information is true & correct to the best of my knowledge.      **Date:**  **Place: (Shweta Tyagi)** |