Mrs. NISHI

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**CONTACT**

Address

Delhi, DL, 110018

Email

nishi.n2427@gmail.com

Mob no. 8527940337,

8585904337 (WhatsApp No)

**Current CTC**

4.80LPA

**Expected CTC**

6 LPA (Expected)

To,

Community – The Youth Collective

Govindpuri, New Delhi, Delhi,

Post Applied: - Associates Coordinator, Accounts and Admin.

Dear Sir/Madam

I’m Confident that I am employee you are seeking because I have all

of the qualifications outlined in your job posting.

My attached resume shows the highlights from my years of professional

experience.

I honestly believe that this job is what I was meant to do. It’s the perfect

match for my skills, experience and interests.

Throughout the course of my career, I have perfected my finance and tax

preparation abilities. I am a capable and consistent problem-solver skilled

at prioritizing and managing projects with proficiency.

Please take a moment to review my attached resume and credentials. I

would greatly appreciate the opportunity to speak with you regarding my

candidacy.

Thank you for your consideration.

You can reach me at the phone Number or email listed above. I look

forward to hearing from you.

Sincerely,

Nishi



CAREER OBJECTIVE: Obtain a position where I can apply, acquired

skill and experience, working team environment there by continuously

growing and contributing to the main objectives of organization.

**Work History**

**Mrs. Nishi**

**Contact**

Address

New Delhi, ID 110018

E-mail

Nishi.n2427@gmail.com

**Skills**

|  |
| --- |
| Computer Skills |
| Well Knowledge of Busy. |
| Tally-9, ERP-9 & ERP-9(3.0). |
| MS Office, (Word, Excel. Power Point), Note Pad. |
| Internet, Basic Knowledge of Hardware & Software. |
| Knowledge of GST |
| Knowledge of Income Tax (Filling Returns & Others) |

**Languages**

Hindi, English, Punjabi

Jul-2019 - **Accounts Head (Full Time**)

Current PRERNA Social Development & Welfare Society, Delhi

* Preparing Budget vs actual annually, half yearly, quarterly, and

monthly with variance.

* Preparing annually activity plan yearly from actual sectioned budget

and prepare fund requisition quarterly.

* Preparing monthly budget plan and share with staff and field

coordinator.

* Prepare salary sheets.
* Prepare balance sheet.
* Project wise separate account keeping, periodically sending statement

for other projects as & when required as per guidelines.

* Liaisoning with donors,
* Bank Reconciliation, Liaisoning with bank.
* Maintain of cash book bank book.
* Monthly TDS, PF, ESI Preparation and timely deposit and checking

the Gratuity.

* Quarterly TDS Return File.
* File 10B for Donor requirements.
* Maintain office documents.
* FCRA Return File timely.
* Knowledge of FCRA rules and regulations.

Jun to Aug 2021 – **Accountant (Part Time)(Every Saturday visit)**

Varsed Detectives and Securities Private Limited,

Gurugram

* Reconciled accounts and reviewed expense data.
* Handled day-to-day accounting processes to drive financial accuracy.
* Tracked funds, prepared deposits and reconciled accounts.
* Collected and reported monthly expense variances and explanations.

Sep 2018 to

July 2019 – **Senior Accountant (Full Time)**

Ankur Society for Alternative In education, Delhi

* Prepare salary sheets.
* Prepare balance sheet
* Project wise separate account keeping, periodically sending

statement for other projects as & when required as per guidelines

* Liaisoning with donors,
* Bank Reconciliation, Liaisoning with bank ,
* Maintain of cash book bank book
* Monthly TDS, EPF Preparation and timely deposit and checking

the Gratuity.

* Prepared monthly journal entries and reconciliations.
* Reviewed documents and accounts for discrepancies and resolved

variances.

* Analyzed and verified employee expense reports for accuracy.
* Maintained accurate and complete documentation to facilitate

accounting and filing functions.

* Executed vendor setup and payment, administration of bank

accounts and account reconciliations.

* Drafted financial reports to support comprehensive investigations.
* Used Taxmann software to issue tax returns and prepare

consolidated reports.

* Reconciled accounts and reviewed expense data and assets.
* Collected and reported monthly expense variances and explanations

to the director.

* Prepared working papers, reports and supporting documentation for

audit findings.

Apr 2014 to

Sept 2018 – **Assistant Accountant (Full Time)**

Ankur Society for Alternative In education, Delhi

* Analyzed and verified employee expense reports for accuracy.
* Maintained accurate and complete documentation to facilitate

accounting and filing functions.

* Executed vendor setup and payment, administration of bank

accounts and account reconciliations.

* Drafted financial reports to support comprehensive investigations.
* Used Taxmann software to issue tax returns and prepare consolidated

reports.

* Reconciled accounts and reviewed expense data and assets.
* Collected and reported monthly expense variances and explanations

to the director.

* Prepared working papers, reports and supporting documentation for

audit findings.

* Prepare salary sheets and timely deposit checks.

Aug 2013 to

Apr 2014 – **Assistant Accountant (Full Time)**

JAGORI, Delhi

* Maintained detailed financial records of accounts receivable and

payable status and bank reconciliations.

* Prepared working papers, reports and supporting documentation

for audit findings.

* Provided journal entries and performed accounting on accrual basis.
* Tracked funds, prepared deposits and reconciled accounts.

**Education**

2023 CA Pursuing (Foundation Level)

2023 NCFM Course (Financial Markets: A Beginner’s Module)

2019 B.Com (from Delhi University)

2011 Intermediate Pass

2009 Matric Pass