Resume

**Geeta Sharma**

geetardr27@gmail.com  
Contact No. +91-8077646936

**Career Summary**

* Good knowledge of financial reporting and accounting possesses.
* Proven ability in professional judgment dealing with the disclosure of information in financial reporting.
* Proficient in computation corporate, individual and taxes, corporate organizations, surplus distribution and cross boundary analysis etc.
* Highly skilled in researching issues and finding solution and best alternatives to tax issues.
* Easy going nature and able to coordinate with all departments.

**Personal Qualities**

* Strong analytical and logical skills.
* Excellent knowledge of business laws.
* Remarkable patience and skillful in handling the cases.
* Excellent communication skills in written and verbal both.

**Key Responsibilities**

* Prepare corporate and personal tax returns.
* Manage federal and provincial, tax audits and prepare notices of objection.
* Negotiate and secure many positive outcomes from many federal and provincial tax authorities on behalf of clients.
* Deals with various types of withholding tax issues involving customized software agreements.
* Calculate individual and corporate tax installments payments.
* Ensure timely completion of returns and any related elections or designations.
* Review issues involving the tax conventions and other treaties.
* Train the new recruiters and make them understand about the work.

**Computer Knowledge**

* Proficient in Basic use of computer.
* Proficient in using of accounting software.
* Internet savvy

**Experience**

* Internal audit in purchase in Nestle India
* Audit of Tata Vendors
* Internal Audit in Bal Pharma

**Academia**

* B.com from Kumaun University.

**Personal Details**

Name – Geeta Sharma

Father’s Name – Shri Vinod Sharma

Nationality – Indian

Sex – Female

Marital Status – Unmarried

Language Known – Hindi, English

# Declaration

I hereby declare that all the above information is true to the best of my knowledge and belief.

(Geeta Sharma)