**Kavita Kandari**

**Location**- FARIDABAD

**Email ID**- gkavita20@gmail.com

**Contact-**96540-36945

# CAREER OBJECTIVE:

Seeking an opportunity as an accountant in an esteemed organization to leverage my skills & expand my knowledge while contributing to organization growth both as an individual and as a team.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **University** | **Year** |
| M.COM | Punjabi University, Patiala | 2013 |
| B.Com | Punjabi University, Patiala | 2010 |
| Senior Secondary | PSEB | 2006 |
| Matriculation | PSEB | 2004 |

# PROFESSIONAL QUALIFICATION:

|  |  |
| --- | --- |
| **Particulars** | **Year** |
| PASSED GROUP I OF CA-PCC | Nov 2011 |

**WORK EXPERIENCE:**

* ***RISE ELEVEN CONCRETE SOLUTIONS PVT. LTD.(May’18 to Till date)***

**Designation :- Accounts Executives**

**Key Responsibilities**

* Maintain Sale and Purchase Bills , Book-keeping and verify day to day vouchers.
* Maintain Bank Statement and Bank Reconciliation.
* Prepare Debit Note and Credit Note.
* Preparation and filing of GSTR-1 and 3B.
* Maintaining Accounts Receivables and Accounts payables.
* Preparation Of TDS Return.
* Handling E-net transactions.
* ***BHANDARI ENGG. CO. PVT. LTD.(SEP’16 TO OCT’17)***

**Designation :- Accounts Executives**

**Key Responsibilities**

* Worked on Busy Software maintaining cost centers of Transmission Lines, Refinery Lines.
* Maintained Sale and Purchase Bills.
* Making TDS payments of contractors.
* Maintained Imprest Accounts and bank reconciliation.
* Maintained payments , receipts and journal vouchers on daily basis.
* ***CA KRISHAN KUMAR FIRM(AUG’12 TO JUNE ‘2016)***

**Designation:- Accounts Assistant**

**Key Responsibilities**

* Book-keeping on Tally 9.
* Filing ITR-1,2,4,4S
* Preparation and filing of VAT Returns.
* Preparation of Tax Audit Returns.

# APPRENTICESHIP TRAINING:

* Completed 3 years and 6 months of Articleship training at **CA Krishan Kumar Firm** (Bathinda) from 4th Aug, 2008 to 3rd Feb, 2012
* **Key Highlights of work during Training:** Book-keeping, Preparation and filing of Vat Returns, TDS Returns, preparation of tax-Audit returns, Bank Reconciliation, Bank Audits, School Audit, Filing of Income-tax Returns and Filing Of PAN NO.etc.

**COMPUTER LITERACY:**

* Conversant with MS Word, MS Excel and E-mail.
* Tally ERP 9
* Completed ***100 Hrs. Information Technology Training Course*** from Bathinda branch of ***NIRC of ICAI, New delhi.***

# BIOGRAPHICAL DATA:

* **Date of Birth:** 20thApril,1989
* **Proficiency in Languages:** English, Hindi, Punjabi
* **Marital status:** Married