

Supreetha N

Contact:

Address

Bengaluru, Karnataka – 560029

Phone

8618637219

Email

Supreethanagaraj99@gmail.com

Skills

Tally ERP 9 & Prime

Income Tax Return Filing

Auditing

GST Filing

MS Office

Book Keeping

Personal Details

Date of Birth: 15-04-2000

Languages: English, Kannada, Hindi

Hobbies

Yoga

Reading Books

Driven Accounts Assistant with a proven track record at PM Anand & Co, adept in ledger and journal entries and showcasing exceptional organizational skills. Excelled in auditing and GST filing, enhancing financial accuracy by 80%. Expert in MS Office, demonstrating a strong ability to manage and streamline administrative processes for improved efficiency.

Experience

Comverse Accounting Solution Private Limited

Bengaluru

Nov 2025 – Current

Post : Accountant

P M Ananda and Co.

Bengaluru

Jul 2021 – Jul 2024

- Internship at P M Ananda and Co.
- Completed 3 years of Article ship training conducted by ICAI.
- Managed various accounting processes and bookkeeping tasks.
- Filed Tax Deducted at Source (TDS) returns and ensured compliance with tax regulations.
- Assisted in the preparation and filing of Goods and Services Tax (GST) returns.
- Handled income tax computations and filings.
- Participated in tax audits, ensuring accurate and timely submissions.

Education

- **Bachelor of Commerce (B.com)**

Jun 2018 – Aug 2021

Bhandarkars' Arts & Science College, Kundapura

Percentage: 76

Certifications

- CA Articleship certificate from ICAI
- DCA computer course certificate