

Curriculum Vitae - Smriti Yadav

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Career Objective

Hardworking and analytical accounts personnel coming with strong background in taxation, accounting and audit, seeking for a position where I can integrate my background and 4 years of experience to help in conduct financial procedures.

Professional Qualification

- CA-Final in June 2019: Appeared and
- CA-IPCC in Year 2015 with 56% marks

Academic Qualification

- B.Com from Shridhar University in Year 2013 with 61% marks.
- 12th std. from C.B.S.E passed in Year 2009 with 65% marks.
- 10th std. from C.B.S.E passed in Year 2007 with 70% marks.

Organizational Experience

1. **BNPSY & Associates (Noida, U.P):-** Working Experience of 1 Year as Account Assistant and have worked in various areas as:
 - Accounting for Various Companies and Proprietorship Businesses.
 - Assistant in Statutory, Internal and Tax Audit of various assesses.
 - Making Digital Signature certificate of all types.
2. **Khanna Gulati & Associates (Bhikaji Cama Place, New Delhi):-** Working Experience of 2 years as Account Assistant and have worked in various areas as:
 - Experience in handling Banking Transactions.
 - Filed Service Tax/ (GST) and e-TDS return both salary and non-salary.
 - Filed Statutory Documents with Registrar of companies (MCA).
 - Preparation of Computation of Income and ITR for various kinds of assesses.
 - Team Member in Statutory Audit of assesses from different sectors:
 - 1) Manufacturing
 - 2) Trader
 - 3) Tours Operators
 - 4) Insurance
 - 5) Telecommunication
 - Finalizing Balance Sheet of various companies and partnership firms.
3. **Ajay Mahna & Associates (Punjabi Bagh, New Delhi):-** Working Experience of 1 year as Semi Qualified CA and have worked in various areas as:
 - Book keeping and Accounting for Various Companies and Proprietorship Businesses.
 - Independently handled Statutory, Internal and Tax Audit of various assesses.
 - Filed GST returns monthly and quarterly.
 - Filed Income Tax Return of Various assesses.
 - Prepare Statement of Stock in Trade.
 - GST Audit.

Computer Skills

- Knowledge of Taxation portal like GST, Income tax and Traces.
- Financial accounting on Various Software (Tally, ERP, SAP)
- Knowledge of MS- Excel, Word and PowerPoint.
- 100 hours ITT Training from ICAI.
- Advance ICITSS Training from ICAI.
- Experience of working in various software's like Genius, SAP.

Personality Traits

Hobbies: Panting, Crafting & Dancing

Qualities: Disciplined, Honest & Smart working.

Strengths

- Analytical mind to identify problems and implement effective solution.
- Flexible by nature.
- Positive Attitude.
- Hard working & Self Confident.
- Capable to work in Team.
- Self- motivated person

Personal Profile

Name : Smriti Yadav
Father's Name : Sh. Shiv Shankar Yadav
Mother's Name : Smt. Prem Lata Yadav
Marital Status : Single
Religion : Hinduism
Nationality : Indian
Language Known : Hindi, English

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: 15/09/2019

Place: New Delhi

(Smriti Yadav)