**Resume**

**About me**

Goal oriented professional, Chartered Accountant from ICAI. Focused & Goal Driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work. An effective communicator with excellent relationship building & interpersonal skills.

**Currently Handling Key Responsibility**

# Maintenance of Books of Accounts in Tally like Sale and Purchase Invoice entry etc.

# Accounting Review on daily/weekly basis.

# Reconciliation of vendor accounts and resolving vendor queries pertaining to their account.

# Reconciliation of GSTR1, GSTR -3B & GSTR2A

# Monthly and annual compliances of GST Returns.

# Preparation & Filling of E -way Bills.

# Preparation of Tax Calculations and deposit of GST, TDS and Advance Tax.

# Assistance in preparation of quarterly and annual financial Statements.

# Managing Online Banking and process vendor payments.

**Practical Experience**

* Good Theoretical Knowledge of Goods & Service Tax & Practical Exposure in GST Return & E-way Bill.
* Direct Tax Compliances including preparation and e-filling income tax Returns for various corporates.
* Timely Calculation & Deposit of TDS and TDS Return Filing.
* Provide tax planning assistance to Individual & filed Income tax returns.
* Finalization of Balance Sheet, Profit & Loss Account, Notes to accounts and detailed analysis of various financial parameters like ratio analysis etc.
* Prepared and analyzed financial statements as per Revised Schedule VI Schedule III of Companies Act 1956/2013 and the accounting standards.
* Played a Key Role in various assignments of Statutory audits along Tax audits of Companies.
* Executed detailed audit procedures including reviewing transactions, records, reports, policies and business processes for the purpose of tax audit and statutory audit.

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**Employer**

1. Currently Working as **Senior Account Executive** from **June 2019 to till** with **Amrit Dairy Products**
2. Worked as **Paid assistant** from **January 2016 to December 2016** with **SUNIL SURESH & ASSOCIATES , Gurgaon**
3. Worked as **Paid assistant** from **May 2018 to August 2018** with **SUNIL SURESH & ASSOCIATES , Gurgaon**
4. Worked on **Various assignments** **in individual** capacity.
5. Worked as **Article Assistant** with **S.TALWAR & CO.** for 3 Year

**Qualification**

* CA Final qualified with 65% Information Systems Control and Audit, 59% in Strategic Financial management (SFM) & 58% in Financial Reporting.
* Bachelor in Commerce from School of Open Learning ( Delhi University)
* Passed 12th standard with 76.2% marks from CBSE board
* Passed 10th standard with 60% marks from CBSE board

**IT Skills**

* Well versed with MS Office including Power Point, Excel and Word.
* Working experience of Tally9 & Tally.ERP9 software.

**Personal Details**

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| Father Name | Mr.Ratan Lal Jangid |
| Address | #126 , Street No. 6 , Hans Enclave , Gurugram -122001 |
| Date of Birth | 20th Feb 1992 |
| Language | English & Hindi |
| Marital Status | Unmarried |

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