




RESHMA JENA

SECTOR-2 , NIT ROAD
ROURKELA

 reshmajena50@gmail.com
 9348082435

Career Summary

Accounting Professional with over one years of experience possesses multiple skills covering many financial areas such as laws, cost control principals, ledger analysis, financial statements, budgeting, taxation and economic regulations.

Skilled in managing team work with the corporate set parameters, ability to learn new skill quickly. Adaptable to change and responds to challenges with confidence and determination.

Core Competencies

Financial Reporting:

- ✓ Reporting financial data and update financial records in ledgers and journals.

Taxation

- ✓ Examined accounts & records and compute tax return according to prescribed rates, laws & regulations.
- ✓ Examined & Reconciliation of Form 26 AS, prepare form 16A and given to parties.

➤ Internal Auditor at M/S MP & Associates- Rourkela

JAN 2021 to Present

- ✓ Maintaining books of account of client, Preparing bank & cash book reconciliation in tally.
- ✓ Check accounting entries of source of document such as Invoices, voucher.
- ✓ Bank Reconciliation
- ✓ Income tax , EPF & ESIC related compliance.
- ✓ Close the books of Accounts on monthly basis.
- ✓ Reconcile Party ledger before process for banking payments.

Education

10 th (2011) Division achieved:	CBSE NEW DELHI 1st Division	DEEPIKA ENGLISH MEDIUM SCHOOL
12 th (2011-13) Division achieved:	COMMERCE (CHSE) 2nd Division	MUNCIPAL COLLEGE
B.com(2013-2016) Division achieved: 1st Class Hons	B.com (Hons) SAMBALPUR UNIVERSITY)	ISPAT AUTONOMOUS COLLEGE
Foundation (2016)	ICMAI	
Inter-Gr-1 (2018)	ICMAI	
Inter-Gr-11 (2019)	ICMAI	
Final Continue	ICMAI	

Personal Information

Father's Name : Mr. SANJAY KUMAR JENA
Gender : Female
Date of Birth : 16-07-1995
Nationality : Indian
Marital Status : Single
RELIGION : HINDU

HOBBIES, INTERESTS & STRENGTHS

- Interacting with people, listening Music, travelling.
- Always have faith in God.
- Punctual, Energetic, Efficient, Dynamic.

STATEMENT OF PURPOSE

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

(RESHMA JENA)