

NEHA BAJAJ

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Address: 181/3A BHOLA NATH NAGAR SHAHDARA DELHI-110032

OBJECTIVE:-To pursue career in a reputed organization which provides opportunities for professional growth and where I can utilize my full skills and qualification for the growth of both organization and myself.

PROFESSIONAL BACKGROUND

EMPLOYMENTS:

Article at **SUNIL VINITA & ASSOCIATES**

C-59 First Floor, Lajpat nagar- II,
New Delhi.

Working at Accounts Manager at APEX GROUP of Co. from 2013.

Plot no 11/3, sector-3 Vaishali, Ghaziabad, UP-201010

Working Responsibilities -

1. Tally entries of accounts and extracting the Balance sheet of companies.
2. Passing of Journal Entries and Reconciliation of Statements.
3. Finalization of Accounts.
4. Filling up of Income Tax Returns of individuals.
5. Performing in house audits of firms.
6. Other areas of specialization
 - Responsible for the overall banking operations and finalization of regular book of accounts.
 - Deal with contractor accounts & bills payable.
 - Prepare various MIS Reports- Ratio Analysis, Cash Flow Statement.
 - Preparing Budget.
 - Maintaining weekly Head Room & Transferring Funds accordingly to the departments.
 - Maintaining statutory books of accounts, preparing financial statements like balance sheet, profit & loss account.

SUMMARY OF QUALIFICATION:-

- **CA FINALS:** - From ICAI, Cleared Group-I .
- **PCC (Professional Competence course):-** From ICAI with 57%.
- **CPT (Certified Proficiency Test):-** From ICAI with 52%.
- **BCOM (P) (BACHELOR OF COMMERCE):-** From SCHOOL OF OPEN LEARNING, Delhi University with 53.48% (all clear).
- **High School (12th):-** From GOVT. GIRLS SENIOR SECONDARY SCHOOL, Vivek Vihar, Delhi, with 70% in Commerce, CBSE Board in 2006.
- **Intermediate (10th):-** From ST. JOSEPH ACADEMY, Savita Vihar, Delhi, with 76%, CBSE Board in 2004.

SUMMARY OF SKILLS:-

- Accounting knowledge along with knowledge of accounting standards.
- Basic knowledge of Stock Market and Financial Management.
- Computer accounting knowledge in Tally and QuickBooks (American accounting software).
- In depth knowledge of Microsoft Office 2007 (MS-WORD, MS-EXCEL and MS-POWERPOINT).
- Knowledge of VAT, Sales Tax, PF, GST etc.
- Corporate and Company Law knowledge

KEY STRENGTHS: - Sincere, Smart Hard Work, Team Player, Self Motivating, Time Management, enthusiastic to learn new things and my base line confidence to remain focused is my assets.

HOBBIES & EXTRA CO-CURRICULAR ACTIVITIES:

- Reading books.
- Participated in Cultural Program of Annual day of school.
- Won 1st prize in Interhouse Competition in Rangoli Making.

SCHOLASTIC ACHEIVEMENTS:

- Participated in Avantika Talent Search Essay Competition & awarded with SUMITRA NANDAN PANT certificate.
- Completed Information Technology Training from ICAI.

PERSONAL INFORMATION

- Father's Name :Mr. Parveen Bajaj
- Mother's Name : Mrs.Veena Bajaj
- Gender : Female
- Language Known : English, Hindi.
- Nationality : Indian

DECLARATION:

I hereby assure u that the information given above is true and best to my knowledge. If given a chance I shall try to work as hard as I can.