

CURRICULUM VITAE



RITU SAINI

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Career Objective

To obtain a challenging position in forward looking companies that require a highly motivated person to attain the objectives.

Professional Skills

Knowledge of Tally7.2&9.0 ERP & ERP,Busy Software.

Knowledge of Ms-Office, MS Excel, Internet

knowledge of Sales Tax, TDS, Service Tax

Strengths

A highly motivated individual who is always willing to put that extra bit of effort into any assignment.

Ability to concentrate for long period of time, willingness to confront difficult problems and the will to perform under pressure

Ability to Multi task working.

Work Experience

Working with Maple Resources Limited as an Assistant Accountant from 16th January 2011 to 31 Mar 2014

Responsibilities

Maintain day to day books of Accounts in Tally,
Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors,
Maintain Store And Accounts Book,
Maintain Journal Entry Sale, Purchase & Exp Invoice,
Calculation of Monthly SaleTax/Vat ,Services Tax &TDS Filling Return,

Worked with Badshah Developers Private Limited as an Assistant Accountant from 1st April 2014 to 03rd Sep 2015

Responsibilities

Maintain all type Accounting voucher entry.
Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors.
Maintain Petty Cash Book & Accounts Book.
Maintain day to day Accounts & reporting to the senior management.
Calculate Sale Tax, Service Tax & TDS, Input & Output Tax Return.

Worked with UKCA Law Chambers as an Accountant from 10th Sep 2015 to till date

Responsibilities

Maintain of all type accounting vouchers entry
Maintain Journal Vouchers, Bank Vouchers etc.
Maintain bank reconciliation Statement and Reconciliation of Debtors & Creditors
Preparation of funds position & Cash flow statement in Ms – Excel.
Maintain books of accounts in Tally
Maintain Accounts Book,
Maintain Petty Cash for Office Expenses.
Verification of Bills & Payment Follow up Debtors & Creditors
Maintain Salary Sheet in Ms- Excel as well as Attendance Register.
Maintain office filling system with computerized.
Issue TDS Certificate to respective person.
Calculation of Monthly SaleTax/Vat,TDS Deposit Tax Challan
Maintain & Finalization of Balance Sheet with Auditors Team.

Academic Record

Certified of E- Accounting And Taxation

Graduate (B.Com) completed under Delhi University Since 2014.

Senior Secondary Examination under CBSE Board Since 2009.

Secondary Examination under CBSE Board Since 2007.

Knowledge of Photoshop, KCDW, Ms- office, Excel, Powerpoint etc.

Typing Speed 25-30 wpm

Interests and Hobbies

My hobbies include a strong love for playing badminton

Watching Movies

Personal Details

Date of Birth: 25 May 1991

Languages known: English, Hindi

Address: S-141, Parampuri, Gali No. 20, Uttam Nagar, New Delhi

Date :

Place : New Delhi

(RITU SAINI)