

KALPNA RELHAN

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Career Objective:

“To Gain excellence as a professional and to take the profession to greater heights by constant learning and updating my knowledge. Through hard work and dedication, to work towards steering the growth and reputation of the enterprises I work with.”

Key Strength

- Hard working, well organized and able to manage numerous projects simultaneously under deadline pressure.
- Excellent interpersonal skills, dynamic and highly teams-oriented.
- Flexibility and willingness to work on a broad variety of matters.
- Superior communication and advanced Management reporting skills.
- Know how to get the things done, Reliable, Dependable, and Proactive.
- Ability to manage daily work without losing focus on long term objectives.

Working Exposure:

A. JOB PROFILE:

Presently working as an Accountant in **M/s. D.K. NARULA & COMPANY, (a Chartered Accountant firm) at Netaji Subhash Place, Pitampura, Delhi since Dec.'2007.**

Responsibilities:

- Prepare & Filing Income Tax Returns
- Prepare & Filing Tax Audit Reports
- Prepare & Filing ROC Returns
- Prepare & Filing TDS Returns
- Prepare & Filing GST Returns
- Prepare Books of Accounts for finalizing the Balance Sheet.
- Prepare Daily Bank Positions
- Bank Reconciliation, GST Reconciliations and TDS Reconciliations.
- Day to Day Handle Cash & Financial Position.
- Prepare of Sale Invoices & entries of Purchase bills etc.
- Individual Account Reconciliation as on 31 March.

Previous Experience

1. Dec'1999 to April'2006 Employer **M/s. HARMAN BAWA PRIVATE LIMITED, New Delhi, Manufacturing Company of Insulating Varnish, as an Accountant Assistant.**

2. May'2006 to Dec.'2007 Employer M/S. KLINK INTERNATIONAL PVT. LTD. New Delhi Manufacturing Company of Shoes, as an Accountant Assistant.

Responsibilities:

- Prepare Daily Bank Positions.
- Vender Payments with MIS Report
- Preparation of Bank/Cash/Journal.
- Bank Reconciliation and Sale & Purchase etc.
- Entry of Journal & Other Expenses Vouchers
- Day to Day Handle Cash & Financial Position.
- Prepare of Sale Invoices & entries of Purchase bills etc.
- TDS Deduction & Deposit Challan Quarterly Monthly Basis
- Knowledge of Project of various circle
- Individual Account Reconciliation as on 31 March.

Qualifications:

a. COMPUTER LITERACY:-

- 1 Six Months Certification Course (Computer Applications and Accounting Software) from NIIT , Paschim Vihar, New Delhi.

b. ACADEMIC QUALIFICATION:-

B.Com (P) From DELHI University

c. COMPUTER PROFICIENCY:-

CompuTax, CompuTDS, CompuROC etc. (Income Tax , TDS & ROC Return Filing Software's)
Busy , Tally, Ex-NGN (Accounting Software's)
MS- Office –XP, (MS Excel, MS-Word, MS-PowerPoint etc.)

Place : New Delhi

(KALPNA RELHAN)