

Khushboo Mishra

Cost And
Management
Accountant

Contact

Address

Faridabad, Haryana, 121009

Phone

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Skills

Compliance Monitoring

Developing internal controls

Audit management

Accounting experience

Experienced Auditor focused on improving business compliance, workflow and processes through detailed audits and optimization recommendations. Successful track record of fully evaluating information, structures and procedures and initiating corrective actions. Advanced skills in tally ERP 9, Microsoft Excel, Microsoft Power Point.

Work History

2020-09 -

Current-

Audit & Tax Executive

Sharma Sudhir & Associates, Mayur Vihar, New Delhi

- Filling of various TDS, TCS and Income tax return of various clients.
- Filling and reconciliation of GST returns.
- Conducting audit on the basis of audit plan

2019-10 -

2020-08-

Audit Manager

Mensk Management Services Pvt. Ltd., New Delhi, Delhi

- Performed internal audits of financial and departmental operations, developing risk assessments and conducting process walkthroughs for compliance with documented processes.
- Produced audit reports which comprised evaluation of internal control systems.

2019-03 -

2019-09

Management Trainee

Kenmore Vikas India Pvt. Ltd., FARIDABAD, HARYANA

- Taken active participation in inventory verification, supplementary and finance audit of different companies of **Vikas Group**.
- Review GST compliances.

2017-12 -

2019-03

Executive

ThinkOasis Solution Private Limited, EAST Delhi, Delhi

- Tax computation of individual, firm and companies and filing their return.
- Preparing and filing GST returns.
- Book Keeping and Accounting of sole proprietorship, firm and companies.

2016-11 -

2017-05

Cost Trainee

Kumar Kapil & Co., Delhi, Delhi

- Monitored, verified and approved invoices and

reviewed balances using financial software to assess balance sheet for variances.

Inspected account books and recorded transactions, resulting in tax computation.

Maintained account accuracy by reviewing and reconciling checks monthly.

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Education

2016-08 - 2019-12	Masters of Commerce: Management Information Systems <i>Indira Gandhi National Institute Open University - New Delhi</i>
2012-05 - 2019-06	Cost And Management Accountant: Cost Management & Cost Audit <i>Institute Of Cost Accountants Of India - New Delhi</i>
2012-07 - 2015-07	Bachelors of Commerce: Accounting And Finance <i>Delhi University Of Open Learning - Delhi</i>
2011-04 - 2012-05	12 Th Class <i>St. Brij Mohan Lal Sen. Sec. School - Faridabad</i>
2009-04 - 2010-05	10 Th Class <i>Satyawati Sood Arya Girls Sen. Sec. School - Hazrat Nizamuddin</i>

Additional Information

- * Believe in continuous learning and growing;
- * Interest in analyzing data and information;
- * Completed self learning GST course from Taxguruedulearning.com
- * Done anchoring;
- * Visited different places like Shimla, Manali , Jammu as travel lover.