

# Usha Yadav

Noida, Uttar Pradesh

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+91- 7017510025

- To be a successful employee in taxation and operations & to achieve the objectives of the company as well as my goals with honesty and fairness.

Willing to relocate: Anywhere

## Work Experience

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### **Accounts Assistant**

Rajeev Bhusan & Associates

November 2018 to March 2020

- Presently working in Rajiv Bhusan & Company, Meerut
- Past experience A.K.J & Associates, Meerut

RESPONSIBILITIES: -

- GST Registration and Returns (GSTR 1, GSTR 3B)
- Filling Income Tax return
- Prepare TDS return.
- Journal ACCOUNTING
- Manage clients data
- Conducted Internal audits of automobile showroom
- E-way bill preparing and registration.

## Education

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### **Master's in Commerce**

Choudhary Charan Singh University, Meerut - Meerut, Uttar Pradesh

## Skills / IT Skills

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- Basic knowledge of Accounting & Auditing
- Filling GST Return
- MS Office
- Good Management skills
- Good communication skills
- Ability to cope up with different situations.
- Confident and determined
- Tally ERP 9