

Curriculum Vitae

Shafiya Kulsum

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<u>Career Objective</u>	<p>My intense desire is to work with esteemed organization for a long run where I could be on my better way to visualize bright career by serving the concern with able professional skills and talent. If I get a chance of working in your organization, I assure you that I will give my level best services to your esteemed organization.</p>
<u>Educational Qualifications</u>	<ul style="list-style-type: none">• M-Com from IGNOU, 2019.• B-Com from School of Open learning (Delhi University), 2016.• 12th (Pass) from CBSE, 2013.• 10th (Pass) from CBSE, 2011.
<u>Professional Qualifications</u>	<ul style="list-style-type: none">• 1year Diploma of MIS Smart Professional (MS office including advance excel and Accounting) from Aptech.• Tally ERP -9.• MS- Office (Ms Word, Advance Excel, Power Point, Internet).• E- mail (Outlook)• Filling Income Tax Return(ITR1).• Filling GST Return.• Knowledge TDS, PF, ESI AND E-WAY BILL.
<u>Work Experience</u>	<p>Previous Employer: Apex Infranet Pvt. Ltd. Designation: Accounts Assistant Tenure: 17th May2016 to 01st-june-2017. Job Profile:</p> <ul style="list-style-type: none">• Co- Ordination with Vendors.• Maintaining Data in Tally 9.0, Tally ERP 9.• Entry of sale & Purchase, Cheque Paid and Cheque Receipt.• Maintaining Vouchers, Maintaining Files, Registers and other documents, Data Entry, Generating letters and other computer related work,• Strong attention to detail and focus on task completion. <p>Previous Employer: Corporate Investigations India Private Limited Designation: Accountant Tenure: 22nd- August- 2017 to 1st-July-2019. Job Profile:</p> <ul style="list-style-type: none">• Co- Ordination with Vendors and Customers.• Accounting in Tally ERP 9 of Different Expenses and Income Bills with Different Taxes like GST, TDS.• Preparing Investigator payment.• Making debit note and credit note.• Working experience of Accounts Payable and Accounts receivable.• Preparing GSTR-1 and GSTR-2 reports through Tally ERP 9.• Preparing Bank Reconciliation and Debtor Ageing Report through Tally ERP 9.• Preparing TDS reports through Tally ERP 9.• Entry of sale & Purchase, Cheque Paid and Cheque Receipt.• Checking of Form 26AS and passing TDS receivable entries.• Challan of GST, ESI, PF & TDS Online.• Entry of sale & Purchase, Cheque Paid and Cheque Receipt.• Maintaining Vouchers, Maintaining Files, Registers and other documents, Data Entry, Generating letters and other computer related work.• Coordinate to CA for monthly, yearly return of GST & quarterly TDS return and forward TDS certificate to creditors.• Work on Audit points for Balance sheet closing and finalization.

- Coordinate to Bank for DDs and other Related work.
- Handling admin department.
- Handling office cash.

Previous Employer: Bizcrum Infotech Pvt. Ltd.

Designation: Jr. Accountant

Tenure: 1st- Nov- 2019 to 1st-June-2020.

Job Profile:

- Preparing Trading Entry.
- Preparing Salary Entry.
- Preparing Reimbursement sheet.
- Ledger Scouting.
- Preparing & Filling TCS reports through Tally ERP 9.
- Accounting in Tally ERP 9 of Different Expenses and Income Bills with Different Taxes like GST, TDS, TCS under GST.
- Working experience of Accounts Payable and Accounts receivable.
- Review GSTR-1, GSTR-3B and GSTR-2A reports through Tally ERP 9.
- Reconciliation of 2A.
- Preparing Bank Reconciliation.
- Preparing TDS reports through Tally ERP 9.
- Preparing Fixed assets register.
- Checking of Form 26AS and passing TDS receivable entries.
- Entry of sale, Purchase, Expense.
- Maintaining Vouchers, Maintaining Files, Registers and other documents, Data Entry, generating letters and other computer related work.

Current Employer: - RS Infotech

Designation: Accounts Executive (part time)

Tenure: 3rd - July- 2020 to till.

Job Profile:

- Making invoices.
- Preparing GSTR1, GSTR3B and filling.

Fundamental of computer.

- MS Word
- MS Excel
- Tally ERP 9 & Internet
- E- mail : Outlook
- Ready to learn and adopt new things.
- Target Oriented
- Problem Solving Skills
- Hard working ambitions and self-motivated.
- Reading, Traveling, Music, Net surfing.

Name : Shafiya Kulsum
Father name : Md. Jamal Ansari
Sex : Female
Marital Status : Unmarried
Date of Birth : 1st April, 1995
Language : English & Hindi

I here by declare that the above information furnished by me is correct and actual to the best of my knowledge.

Computer Proficiency

Strength

Hobbies & Interest

Personal

Declaration

Date:
Place: New Delhi

Signature: _____