

MUNIHSA

H.no = 1036, Gali.no.E/42

Molarband Badarpur,

New Delhi-110044

Contact = 9315620472,

Email ID –munisha02oct@gmail.com

CAREER OBJECTIVE

Willing to Work in An Environment, which should Be Conductive Growth of My Knowledge, Where I Get to Learn and Enhance My Capabilities, Where I Get Opportunity to My Express and Strength.

ACADEMIC QUALIFICATION:

- 10th Passed from CBSE Board 2014
- 12th Passed from CBSE Board 2016
- B. Com Passed From D.U (Delhi university) 2019
- M.com pursuing 2nd Year From IGNOU UNIVERSITY.

OTHER SKILLS:

- Computer Skill (E-Accounting) – 2 year course
- Tally ,Excel, MS Word , GST , Access, Powerpoint .
- Knowledge Of Accounting Of Sales And Purchases Invoices Through GST Configuration.
- Godown. Order Processing, ,Bill Of Material, Job Casting, Point Of Sale (POS), Central Sales Tax (CST)
- Bank Reconciliation Statement (BRS), Deprecation & Bad Debts ,Price List , Additional Cost Of Purchase,
- Job Work Out Order, Zero Value Transaction, Batch Wise Details, Re-Order Level, Physical Stock,
- Actual & And Billed Details, Budget , Excise Duty, Service Tax,
- GST With TDS
- GST In Service Tax
- GST With Reverse Charge
- GST With Composition Scheme
- GST On Fixed Asset
- GST On Sales of Fixed Asset
- GST On Purchase of Fixed Asset
- Import And Export of Goods Under GST
- Preparation Of GST Returns On Monthly Basis.
- Vendors And Customers Regarding Payment, Statement And Credit Note / Debit Note.
- Maintaining of Debtors / Creditors Bill Wise In Tally.
- Maintaining of Inventory Wise Books.
- Gst Return Gstr3b, Gstr1,

WORK EXPERIENCE:

- One Year Global Tax private limited (Accountant)

STRENGTHS:

- Confidence.
- Good communication skills.
- Responsible Person.



Personal details:

Name : MUNISHA

Father Name : HEERA LAL

Date of Birth : 01/10/1996

Nationality : Indian

Marital Status : Unmarried

Gender : Female

Language Know : Hindi , English

Hobbies : Listen To Music

DECLARATION:

I do hereby declare that all the above information given above is true to the best of my knowledge and belief.

Place :

Date :

(MUNIHSA)

