

KOMAL KALRA

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CAREER OBJECTIVE

Develop professional, interpersonal and analytical skills to contribute significantly and actively in organizational success through hard work, consistency and enthusiasm.

EXPERIENCE

APRIL 2017 TO OCT 2018

SENIOR ACCOUNT EXECUTIVE IN SONU EMPORIUM LLP

- Managed team of 5 Members.
- Provided support and managed daily follow up tasks along with aligning major meetings and events.
- Performing & Managing day to day Calculations.
- Preparing & Filing monthly GST Return (GSTR-1 & GSTR-3B).
- Preparing & Filing TDS Return.
- Reconciliation – Debtors, Creditors & Cash.
- Preparing Salary/ payroll management.
- Hands on Knowledge of Genisys Software.

FEB 2013 TO MAR 2016

ARTICLE TRAINEE IN KAMAL LAKHANI & ASSOCIATES

- Complete planning & management to ensure completion of Internal Audits.
- Supported Project management for Annual CR Report.
- Vouching, verification of all financial ledgers, preparation of financial statement etc.
- Filing TDS returns, Income Tax Returns.
- Working on Genius Software.
- Preparation of weekly & monthly Cash Flow Statement.
- Preparation of Credit Monitoring Arrangement (CMA).
- Preparation & Finalization of Balance Sheet of various Assesses (Companies/LLP/Partnership/Proprietorship/OPC/Trust).
- Ability to prioritize work on multiple assignments, manage teams and client relationships.
- Finalization of Financial statements and issue of audit report on financial Statement.

EDUCATION QUALIFICATION

Course (Stream)/Examination	Institution/University	Year of Passing	Performance
CA FINAL	Institute of Chartered Accountants of India	Pursuing	Result awaited
M.Com	Indira Gandhi National Open University	2017	60%
B.Com	Delhi University- School of Open Learning	2013	53%
CA-IPCC	Institute of Chartered Accountants of India	2013	52%
Senior Secondary, CBSE	Vidya Niketan Public School, Faridabad	2010	83%
Secondary, CBSE	Vidya Niketan Public School, Faridabad	2008	70%

SKILLS

- Exposure of Audit in ERP enabled environment.
- Completed “Computer Course” & “Orientation Programme” conducted by ICAI.
- Completed course on “General Management & Communication Skills” conducted by ICAI.

SOFTWARE KNOWLEDGE

- Proficient in MS applications like MS Word, MS Excel, Advance Excel etc.
- Knowledge of Computax, Genius, Genisys Software.
- Working knowledge of Tally ERP 9.0.

Personal Details

- Father's Name : Puran Kalra
- Date of Birth : 20-May-1993
- Current Location : Faridabad
- Languages Known : English, Hindi
- Marital Status : Single