

# CA. JYOTIKA KUKREJA

Email : [kukreja.jyotika@gmail.com](mailto:kukreja.jyotika@gmail.com)

Mobile : +91-8384094258



## **PROFESSIONAL OBJECTIVE:**

Desirous of working in an organization which provides adequate opportunities for career development and to learn to utilize my knowledge and contribute to the success of organization by my sincere efforts.

## **PROFESSIONAL AND ACADEMIC PROFILE OBJECTIVE:**

Qualification	University/Institution	Year of Passing	Performance
CA Final	ICAI	July 2021	61.00 %
B. Com. (Pass)	University of Delhi	2016	55.00 %
12 <sup>th</sup> Class	CBSE	2012	77.00 %
10 <sup>th</sup> Class	CBSE	2010	86.00 %

## **PROFESSIONAL EXPERIENCE:**

Amit Sudershan & Associates, New Delhi as Article assistant [From Oct 2014 to Oct 2015].

MAK & Company, New Delhi as Article assistant [From Oct 2015 to Oct 2017].

## **ROLES & RESPONSIBILITIES:**

- ✓ Income Tax Returns
- ✓ GST Returns (GSTR1, GSTR3B)
- ✓ TDS payments and Returns
- ✓ Day to day Accounting
- ✓ Finalization of books and records
- ✓ ROC (Registrar of companies)
- ✓ Bank reconciliation
- ✓ Stock statement

## **IT PROFICIENCY:**

- MS-office (Working knowledge on MS- Word, Excel and Power point)
- Tally. ERP9
- BUSY
- SAP

Successfully completed M.C.S, G.M.C.S, O.P., I.T.T. AND Advanced ITT training in accordance with the requirement of the “The institute of Chartered Accountants of India”

## **PERSONAL PROFILE:**

Date of Birth : 15<sup>th</sup> June 1995  
Address (Present) : G-10/16, Sector – 15, Rohini, Delhi – 110089  
Nationality : Indian  
Languages Known : English, Hindi.  
Interest : Music, Cycling, Reading and internet surfing.

## **STRENGTHS:**

- ✓ **Good team player**
- ✓ **Hard working**
- ✓ **Committed to excellence**
- ✓ **Goal oriented**
- ✓ **Ability to adapt in changing environment**