

(VANDANA KUMARI)

Contact No: 8825136697

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Date of Birth: 11th Jan 1995

Location: Jamshedpur

Career Objective

- To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Academic Qualification

Standard	School/University	Year of Passing	Marks/Percentage/Grade
Graduation	KOLHAN UNIVERSITY	2015	B+
XII	UTKAL SAMAJ INTER COLLEGE	2012	B+
X	S.N.G.HIGH SCHOOL	2010	B+

Additional Certifications

- ✓ **Certified Industrial Accounts (CIA) from The Institute Of Computer Accountants (ICA)**

Key Skills:

- Basic knowledge of MS Office (Word, Excel, PPT)
- Basic knowledge of Accounts
- Working knowledge of Tally ERP 9
- Basic knowledge of Direct and Indirect taxes
- Working knowledge of TDS returns and GST returns

Work experience

- **2 year experience of CA firm DRMS& Associates in Bistupur (Jamshedpur) as an accountant.**
- **Currently I am working in CA firm Sagar & co. in Bistupur (Jamshedpur) as an accountant.**

Roles and responsibilities

- **Maintain debtors & creditors GST related bills entries in Tally ERP 9.**
- **GST return filling monthly and quarterly.**
- **ITR filling (ITR-1,ITR-2,ITR-3,ITR-4, & ITR-5)**
- **Maintain the MIS report (like- Expenses, Provision, Payment details) by using Excel.**
- **Prepared clients balance sheet & P/L**
- **Maintain Accounting & inventory related entries in tally ERP 9.**
- **Actively participated in audit related activities of mid - size forms.**

Strengths

- **Result Oriented.**
- **Keen learner**
- **Active listener**
- **Comfortable team worker**

Vandana kumari

Date

(signature)

Place: Jamshedpur