

# Saroj Kumari

## Personal Info

### Address:

7/RA/76, C.S.D. LINE  
Ordnance Factory Estate  
Murad Nagar-201206  
Ghaziabad, U.P.

### Mobile No.

+91-8744042023

### E-mail\_Id

saroj.kushwaha1207@gmail.com

### Date of Birth

26th January, 1991

## Skills

### Behavioural Skill

- Commitment to quality and results
- Sincere in attitude
- Confident and focused
- Friendly but disciplined

### Computer Proficiency

- MS Word
- MS Excel
- MS Power Point

### Languages

- Hindi
- English

### Personal Interest

- Travelling
- Listening Music
- Cooking
- Socialising

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. During articleship, I have assumed responsibilities and met deadlines effectively. I am always enthusiastic to learn and undertake new challenges. I am an excellent team worker.

## CAREER OBJECTIVE

- My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization and
- I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

## EXPERIENCE

January 2018  
- March 2018

**Paid Assistant at Yogesh Sanjesh and Company,**  
Chartered Accountants, Ghaziabad, U.P.

- Income Tax computation of Individuals, Firms, Trust, and Companies.
- Preparation of Financial Statements i.e. Balance Sheet, Profit & Loss A/c and the Schedules thereon.
- Preparation of Statement of Affairs of Individuals.
- Preparation and filing of Income Tax Returns of Corporate and Non-Corporate Entities.

August 2013 -  
August 2016

**Article Assistant**  
**Anshul Agarwal and Company,** Chartered  
Accountants. Ghaziabad, U.P.

- Preparation of Final Statements i.e. Balance Sheet, Profit and Loss Account and the Schedules thereon.
- Scrutiny of various ledgers i.e. Cash Book, Bank Book, Journal and BRS.
- Cash and bank vouching, Purchase and Sales ledgers.
- Prepared direct tax calculations for various concerns.
- Have Audited Financial statements of firms, companies from Income Tax point of view
- Filing of returns for corporates and non-corporate clients.
- Preparation of Annually/ Monthly/ Quarterly Sales Tax Returns.
- Conducting Vat Audit of various concerns.
- Conducting Tax Audit of various concerns.

## EDUCATION

2012-2014	<b>Pursuing CA Final</b> <b>Master of Commerce</b> Indira Gandhi National Open University	Marks 64%,
2008-2011	<b>Bachelor of Commerce</b> Shyamlal College of Commerce, Delhi University	Marks 64%
2007-2008	<b>10+2</b> Kendriya Vidyalaya Murad Nagar CBSE Board, Murad Nagar	Marks 73.8%
2005-2006	10 <sup>th</sup> Kendriya Vidyalaya Murad Nagar CBSE Board, Murad Nagar	Marks 66%

## TRAINING & PROGRAMME

- 6 months Office Automation and Internet Course (Certified by Mahendra Educational Pvt. Ltd.)
- Information Technology Training Course from ICAI
- Student Orientation Programme from ICAI.
- General Management and Communication Skills-I and II from ICAI.
- Advance course on Information Technology Training from ICAI