

PREETI CHAUHAN

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Noida Sector 66

Career Objective

To work with a well known organization to contribute in growth and brand image via using my Accountancy, Audit, and Taxation skills and legal knowledge.

Strong analytical and problem solving skills.

Excellent knowledge in handling Accounting system.

Good command in applying fractions, percentages, ratios and proportions.

Strong ability to use an automated accounting system.

Good communication skills.

Self motivated with high level of energy.

SUMMARY

Working as an Accounts Executive having 5 years of experience in the following skills: audit, accounting, income tax, central excise, sales tax and GST.

WORK EXPERIENCE

Currently working in Safety Plus Power Ltd as a Account Executive from Nov 2017 to Till now.

Safety Plus Power Ltd is a technology driven Engineering and Construction Company that infuses projects with mosaic of prior art, experience and innovation. It was incorporated by a group of experienced professionals from U.P. Power Corporation Limited and team of Senior Engineers to provide optimal solutions for sustainable development. Our experts work with a team of young engineers to leverage their experience and provide technological assistance to align our operational activities with emerging international standards and adopt greener processes.

Job Profile :

- GST returns GSTR 1, GSTR 2, GSTR 3, GSTR 3B, GST Tax Calculutions, ITC etc.
- Invoice Preparations
- TDS Return
- Daily Accounting : Journal entries
- Tax planning
- Income Tax Returns
- Sales Tax Returns ,Sales Tax Assessment
- Consolidation Accounting
- Vat Audit
- Preparation Of Financial Statements
- Bank Reconciliation
- Branch Reconciliation
- Coordination with Auditors to get the books of accounts audited

Former Company : Kevin Power Solution (from March 2016 to Oct 2017)

Kevin Power Solution is the brainchild of a few young and enthusiastic technocrats. Since its inception, the company has conquered new horizon and set new parameters, in an industry, which is dictated by cutting edge technology. Today, the company is well established, developing and manufacturing of Inverter & Home UPS, Online UPS, Renewable Energy Solar Products, Energy Saving LED Products & Voltage Stabilizers, incorporating well researched high end technology, providing state of art power conversion equipments to the world. Today, **Kevin Power Solution** is a reputed brand and a multi-crore company, all set to enhance set benchmarks in the power solution industry.

Kevin Power Solutions future in the industry will be driven by its ability to provide key leading-edge technology and quality services.

Job Profile :

- GST returns GSTR 1, GSTR 2, GSTR 3, GSTR 3B
- TDS Return
- Tax planning
- Income Tax Returns
- Sales Tax Returns
- Sales Tax Assessment
- Internal Audit
- Income Tax Audit
- Vat Audit
- Central Excise Returns
- Preparation Of Financial Statements
- Bank Reconciliation

Dhanuka Gupta & Co.Roorkee Branch - Feb 2013 to Mar 2016

Article Assistant (CA) (Under CA Sarika Aggarwal).

Job Profile Handled:

- Audit
- Tax planning
- Income Tax Returns
- Sales Tax Returns
- Sales Tax Assessment
- Vat Audit
- Central Excise Returns
- Preparation Of Financial Statements

Educational Background

Institute Of Chartered Accountants Of India– 2016 , CA- Articleship

Post Graduation In Commerece:Specialisation in Accounting and Finance from Guru Nanak Dev University,Amritsar (Punjab) with 67%.

B.Com from Guru Nanak Dev University,Amritsar (Punjab) with 60%.

Passed higher secondary from Hindu Kanya College,Kapurthala(P.S.E.B. Punjab) with 64%.

High school from Sr.Sec School,RCF Kapurthala (PSEB, Punjab) with 68%.

Skills

- Audit
- Accounting
- Book Keeping
- Income Tax
- Sale tax
- GST
- TDS

Computer Knowledge

Proficient in use of computer: MS Office

Proficient in using of accounting software.:

- Computax
- Tally ERP 9
- Webtel TDS Software
- Webtel GST Software
- Internet savvy

Hobbies

- Writing articles.

PERSONAL DETAILS

- Husband's Name : Pankaj Chauhan.
- Date of Birth : 27th Feb 1982.
- Address : Vill: Ghissupura Post: Dhanpura Dist : HaridwarPin: 249405(Uttarakhand)
- Nationality : Indian.
- Languages Known : English,Hindi,Punjabi.

I hereby declare that all the information(s) furnished above is true to the best of my knowledge and belief.

Date:

Place: Noida

(PREETI CHAUHAN)