

Pratiksha Saxena

Accounts executive with 3 year experience and Freelancer HR recruiter

Delhi, Delhi - Email me on Indeed: [indeed.com/r/Pratiksha-Saxena/d47adb25950826b9](https://www.indeed.com/r/Pratiksha-Saxena/d47adb25950826b9)

To work in an organization where I can show my abilities by dedicating my potential towards the work given so that I can easily walk on the ladder of success.

WORK EXPERIENCE

Accounts Exe

Willwin - Delhi, Delhi - May 2016 to Present

- Preparation of various forms for quarterly Haryana Vat return to be uploaded on the website.
- Preparation of H forms, C4 forms given to the parties.
- Collection and sending of C forms on timely basis.
- Preparation of monthly TDS Report.
- Export-Import Documentation.

Freelancer HR recruiter for placement firms

Delhi, Delhi - February 2016 to Present

= Working as a Freelancer HR recruiter for placement firms. Portals which are handled:

- Shine.com
- Timesjobs
- Naukri.com

Accounts Assistant

Accountax Consultants - Delhi, Delhi - May 2014 to January 2016

- Maintenance of Day Book
- Handling Petty Cash
- Maintaining Books of Accounts
- Finalisation of VAT Returns quarterly
- Worked for NSDL PAN Department for 10 months

Junior Accountant

Lentille Optics Pvt. Ltd. - Delhi, Delhi - April 2013 to December 2013

- Maintenance of Purchases & Sales in Tally ERP9.

EDUCATION

M.Com in 2ndyr

Indira Gandhi National Open University (IGNOU)

B.Com

Delhi University (SOL) - Delhi, Delhi

2012

CIA+ in Certified Industrial Accountant

Institute Of Computer Accountants (ICA) - Delhi, Delhi

2012

ADDITIONAL INFORMATION

- Dedicated to the tasks given.
- Punctual towards the responsibilities.
- Ready to work in extra in needed time.