

ROMA KUMARI BHARTI

Virar (West).

Mob. No. – 9608459626

Email ID: romakrbharti@gmail.com

CAREER OBJECTIVE:

To secure a challenging position in a reputable organization where I can expand my knowledge, learning, skills & contribution to the growth of organization.

PROFILE SUMMARY:

- Strong fundamental knowledge of Accounting, TDS & TDS return and GSTR1 & GSTR3B
- Highly skilled in computing GST and prepare GST & TDS returns besides evaluating audit financial transactions and documents.
- Proficient in managing all accounting transaction, handling monthly, quarterly and annual closing and reconciling accounts payable and receivable.
- Handling & doing GST Auditing of different kind of Organizations.
- Stay updated with the current with financial regulations and accepted practice besides maintaining personal networks and participating in professional organizations.
- Preparing Invoices with formatting and sending to clients.
- A team player with excellent communication & problem solving skills.
- Knowledge of P & L Account, Balance Sheet, Cash Flow Statement.
- Understanding concept of E- Commerce business
- **Technical Skills:** Tally & Tally Prime, Tax Audit, Microsoft excel & Microsoft Words.

EMPLOYMENT EXPERIENCE:

1.0 CA Brajesh Goyal & Associates, Mumbai. (A CA Firm)

Executive - Accounting & Taxation (June 2022 to till date),

Job Profile:

- Handling TDS & TDS return filling and GSTR1 & GSTR3B monthly and quarterly file use of GST portal & Speqta software.
- Preparing Invoices with formatting and sending to clients.
- Preparation of books of accounts and individual files of the clients.
- Dealing with ROC & income tax matters.
- Preparing & filing of ROC.
- Preparation of MIS.
- Auditing like GST Audit, checking the sales & purchase invoices of tally data & 2A and make recco.
- Working in excel like vlookup formula, balance sheet, profit & loss, pivot and maintain all bills records of client.
- I access TDS winman software for TDS return file.
- Email Communication & data collection.
- Working in Tally prime like entry of bill, reconciliation & create ledger.

2.0 Company: TCPL – Temerity Careers Pvt. Ltd., Mumbai.

HR Executive: (Jan, 2022 – June, 2022)

Job Profile:

- Recruitments of new employee as per requirement in the organization.
- Coordinated with candidates on phone calls for interview.
- Answered employees inquires regarding Companies profile and their products.
- Arrange candidates interview and fix it with the Companies.
- Complete the task on time as per team head requirement.
- Briefly explanation to candidates about candidates salaries & other benefits after their selection.
- MIS – Maintaining & reporting to the Manager

3.0 Summer Internship in Patna by KYC Scheme of Government.

From (June 2018 – Aug 2018)

Work & Practice:

- Operating Tally, Bills entry
- Accounting & Taxation concept.
- P & L Account
- Balance Sheet
- Ledger creation
- MS Office
- E-communication

EDUCATIONAL QUALIFICATION:

- Bachelor of Commerce (B.Com) from Bhagalpur University (TMBU), Bihar In the year 2018.
- HSC from BSEB Patna, (Bihar) in the year 2015.
- SSC from BSEB Patna, (Bihar) in the year 2013.

TECHNICAL SKILLS:

- Tally, Tally Prime
- Operating System : MS – Windows
- Proficiency in MS Office package & Email

PERSONALITY TRAITS:

- Proactive
- Analytical
- Quick Learner

PERSONAL INFORMATION:

Name : Roma Kumari Bharti
Father's name : Mr. Ajay Kumar Nirala
Date of birth : 15/02/1998
Marital status : Married
Language known : Hindi & English
Address : 1205, B Wing, Mahada Colony,
Virar (W), Mumbai – 401303.

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

Place: Mumbai

Date: 21/05/2023

(Roma Kumari Bharti)