CURRICULUM VITAE

HEMA

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| **Career Highlights**  **Organization : Hi-Tech Gallery (Present)**  **Job Profile : Sr. Accountant (Head Office)**  Presently working with **Hi-Tech Gallery** Delhi since **September 2018**, managing complete accounting of the organization which includes the following:    ·         Responsibilities for maintaining books of account in computerized software like TALLY,  ·         Reconciliation of Bank Statement along with Debtors and creditors statement.  ·         Checking of Sale and Purchase bills. And Enter in tally  ·         Coordination with company Chartered Accountant and assist the internal auditors of the company in audit process, providing all necessary inputs etc.  ·         All types of journal entries  ·         Maintenance of salary , salary payables records . passing of its journal entries.  ·         Reconciliation of staff Advance/Imprest on monthly basis.  ·         Maintenance of Cash and Bank Books.  ·         Payment Of Advance Tax  ·         Monthly reconciliation. With party ledger  ·         **GST** **RETURN** **& GST E WAY BILLS , INCOME TAX**  . Preparation of GST Return & Filing  . Income Tax Return Filing  **Organization: Toy Balloon Fashion Pvt. Ltd. ( July2016 to August 2018 )**  (A national level Manufacturing Company established since 2014  **Job profile: Account Executive (Toy Balloon Fashion Pvt. Ltd.)**  I have worked at **Toy Balloon Fashion Pvt. Ltd.** Delhi from July 2016 to June 2018 and have managed a whole Accounting work   * Prepare financial statements and reports for clients or company management. * Record the amount of money spent and received daily by clients or company management, using computer Tally software. * Daily Basis of generate Bills, Voucher Debit & Credit Entry Purchasing & Sales Invoice , Quotation & Stock Maintain * Ensure that optimum stock level are maintained through an efficient ordering system. * Doing Physical Stock Take In Weekly Basis. * Preparation of Bank Statement * MIS Report Monthly Basis * E-way Bill * GST Return Filling * Generate PF Challan & Payment   **Organization: Amar Sharma & Associates (June2015 to June 2016)**   * To join this firm for learning basis Only * Daily Bases Sale & Purchase Maintain in tally * Journal Entries ,Bank Reconciliation * Voucher Creation , Making cheque * Follow Up of Payment From Client  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***Academic Details:*** Qualification Institution  |  |  | | --- | --- | | Graduation | B.COM Delhi University, | | Post graduation | M.COM Pursuing from IGNOU | | *Senior Secondary* | *CBSE, Delhi* | | *Secondary* | *CBSE, Delhi* | | | ***Professional Features:*** |  * *Good Communication and Presentation Skills* * *Willing To Face New Challenges & Hard Working* * *Soft Spoken, Well Mannered*  |  | | --- | | ***Strength:*** |  * + *Hard Working*   + *Team Work*   + *Willingness To Learn*   ***Declaration:***  *“I hereby declare that the above - mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above – mentioned particulars”*  ***(HEMA)*** |
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