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**CURRICULAM VITAE**

Preeti Yadav

H. No-895,

Ravi Colony, Sehatpur,

Faridabad (HR).

Contact No.: +91- 9560785950

Email: yadavpreeti671@gmail.com

**OBJECTIVE**:

To work with leading company and to use my analytical thinking to the best of my ability combined with

perseverance, so as to contribute to organization’s growth and goal, as well as to attain my professional goal.

**QUALIFICATIONS**:

* Perusing M.Com from IGNOU.
* B. Com from University of Delhi.
* Sr. Secondary from HBSE Board.
* High School from HBSE Board.

**PROFESSIONAL WORK**

* TDS Return, TDS reconciliation, Revised Return, file 16B & 26QB.
* TDS Demand on Traces (Any type of demand raised by Assessing officer).
* Filing ROC (Annual) Return of the company AOC-4 & MGT-7
* Filing 29B MAT Form and Income Tax Return.
* Filing DIR-3 for Din Application of Director and DIR-3 KYC Form.
* GST Registration & Filing GST Return.
* Filing Dir-12,(Appointment of Director) and DIR-11(Resignation of Director), ADT-1, ADT-3 Form
* Filing TAX Audit Report.
* TDS Lower Deduction Certificate Form 13.
* Import Data (Excel Sheet) in Tally.
* Bank Reconciliation.
* Inter Branch Reconciliation.
* Calculating TDS on Staff Salary.
* DD, EMD preparation and reconciliation.

**COMPUTER** **PROFICIENCY:**

* Working knowledge of Windows and Internet. And familiar with MS-Word/MS-Excel,

Advance MS Excel.

* Well versed with Tally 7.2, Tally 9, Tally ERP 9.

**JOB RESPONSILBILITITES:**

* Maintain day to day books of Accounts.
* Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
* Maintain Journal Entry Sale, Purchase & Exp. Invoice.
* Maintaining Petty Cash.
* Maintaining month wise GST bill record.
* Calculation of Monthly Sale Tax, GST Tax and TDS.
* Reconciliation of accounts with vendors.
* Assemble invoices to be completed for payment.
* Review invoices and requisitions for satisfactory payment approval.
* Maintain copies of vouchers, invoices or correspondence necessary for files.
* Verify and calculate all extensions and totals on invoices.
* Check vendor files for any previous payments and assign voucher numbers.
* Involved in financial accounting work in order to maintain a proper record.
* Maintain day to day Software data in excel.
* Make a Separate report of Excel all Expense.
* Preparing and Mail Daily & Monthly Statement Reports.

**COMPANY DESCRIPTION**

**Currently Working Company Detail**

I was working in **Alaknanda** **Advertising Pvt Ltd**. As an Accounts Executive from November 2018 to February 2020. Which basically releasing of advertisements in Press and Electronic Media & fully Accredited Advertising Agency with The Indian Newspaper Society.

**Working Company detail**

**Arun Singh & Co. (Chartered Accountants)** is an Tax consultant firm, which basically deals in all taxation work like Vat tax, Service tax, TDS, ITR, GST registration, GST return, ROC Annual filling etc.

I was working in **Arun Singh & Co.at F-7, Lajpat Nagar-III, New Delhi-110024,** as an Account Executive from **January 2016 to 30 October 2018.**

**SKILLS:**

* Ability to work in a team and with different personalities.
* Flexible for Timing.
* Tally, Tally ERP, MS Office.
* Excel, Bank Reconciliation.
* Taxation, General Accounting, Accounts Payable, Accounts Receivable.
* Sales Entry, Contra, Purchase Entry.
* Journal Book, Payment Voucher, Voucher Entry.
* Purchase Register, VAT, MIS, Data Entry, Email.

**EXTRA-CURRICULAR ACTIVITIES:**

Active participation in college functions as volunteer and in another Event.

**PERSONAL INFORMATION:**

Date of Birth : 29th June, 1997

Language Known : English & Hindi

Nationality : Indian

Marital status : Un-married

Strength : Confident, Positive attitude, Hardworking, Punctuality, Good listener and Quick learner

Hobbies : Internet Surfing, Playing Badminton, Listening etc.

DECLARATION:

I hereby inform you that all the statement made above is true the best of my knowledge and

belief.

(Preeti Yadav)