

Name : Anushka Singh
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Address: Zirakpur, Chandigarh,140603

To build a long-term career as an Accountant in a position that offers opportunities for career growth, and to keep up with ongoing accounting softwares.
Location Preference: Feasible to Relocate

PROFILE SUMMARY

- Well versed with GST and Income Tax Portal
- Core knowledge in Tally ERP and Busy Software
- Possess knowledge of MS-Office, SAP FICO and Operating System
- Focused & goal driven with strong work ethics and commitment to offer quality work

EDUCATION

- Post-Graduate Programme in Business Accounting And Taxation From Edupristine Institute In 2022
- B.Com.(H) From Patliputra University (2018-2021)
- Intermediate From BSEB (2015-2017)

PROFESSIONAL EXPERIENCE

- 6 months Experience in a CA firm as a Junior Accountant ,KRA & Company (PATNA)
- Job responsibilities – Book-keeping, GST, Bank Statement, MS Office
- 6 months Experience in a CA firm as a Junior Accountant, Amod Kumar & Associates (Delhi)
- Job responsibilities – Book-keeping, GST, Bank Statement, MS Office
- Currently I am working in Solidev Electrosoft as Accountant and HR (ZIRAKPUR)
- Job responsibilities- Book-keeping, GST, Bank Statement, MS Office, Zoho Books, ITR

IT SKILLS

- MS Office, Tally ERP 9.0, SAP FICO, Zoho Books, Quick Books and BUSY

PERSONAL DETAILS

Father's Name: Mr. Abhimanyu Kumar Singh
Date of Birth: 05.08.2000
Languages Known: Hindi, English