Global CMA HOUSE NO. –A - 407

ROHINI SECTOR-6,

NEW DELHI-110087

CONTACT No. - 8800881501

EMAIL –INFO@GLOBALCMA.IN

**Synopsis:**

* Experience in Auditing, Taxation, Accounting, Finalizing of Books.
* Possess excellent Client Relationship Management skills.
* Excellent at Follow Up and demonstrate an unerring eye for detail.
* Skillful at handling multiple tasks simultaneously.
* Ability to continuous strive for improvement in existing processes
* Hard Working, Ready to take up Challenges & a Team Player as well as Leader

**Competencies:**

* Time Management
* Team Leader
* Communication & Presentation Skills
* Eagerness to learn
* Quick Learning Skills

**Educational Qualification**

|  |  |  |
| --- | --- | --- |
| **Qualification/Degree** | **Board/Institute** | **Year of passing** |
| M.COM | IGNOU | 2014 |
| CMA | ICAI | 2012 |
| B.COM | DU | 2011 |
| XII | CBSE | 2018 |
| X | CBSE | 2006 |

**WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ORGANISATION** | **POST HELD** | **DATE OF JOINING** | **DATE OF RESIGNING** |
| ABC & ASSOCIATES | TRAINEE | 1ST MARCH 2014 | 30ST NOV 2015 |
| RAM & CO. | AUDIT CLERK | 1ST FEB 2015 | 31ST JULY 2014 |

**WORK EXPERIENCE DETAILS**

**ABC & ASSOCIATES –Cost Accountants**

***Uttam Nagar, New Delhi***

*trainee-ARTICLE MARCH 2014– NOV. 2014*

* **TAXATION**
* Incorporated company as per New Company’s Act 2013 & Worked on ROC E-filing.
* Preparing, monitoring and finalizing financial statements such as statement of profit & loss, balance sheet, and cash flow of the company to determine the financial visibility, projecting cash flow, growth opportunities and preparing financial reports.
* ***Accounting***
* Annual Filling of Various Companies.
* Designed and wrote correspondence on e-mail to prospective clients.
* Enter bank transactions andreconcile bank balances on monthly basis by using accounting software, i.e Tally ERP9.
* ***COSTING***
* Preparation of Cost Records and Cost Compliance Certificate as per Cost Accounting Records Rules 2011

**RAM & CO. – Chartered Accountants**

**Barakhamba Road*, New Delhi***

*Articled Assistant march 2015 -JUNE 2015*

* **TAXATION**
* Preparing, monitoring and finalizing financial statements such as statement of profit & loss, balance sheet, and cash flow of the company to determine the financial visibility, projecting cash flow, growth opportunities and preparing financial reports.
* Handling Tds &Service Tax of different companies.
* Assessment of service tax liability, payment and filling of service tax return.
* ***Accounting Intern***
* Filling of Income Tax Returns of various parties.
* Designed and wrote correspondence on e-mail to prospective clients.
* Enter bank transactions andreconcile bank balances on monthly basis by using accounting software, i.e Tally ERP9.
* Knowledge of VAT Regn. & Service Tax Regn.
* Handling bank related matters and preparation of bank reconciliation statement.
* Filling service tax returns of various clients and follow up them on monthly basis.
* Filling tds returns of many clients and help them in tds deduction from various parties.

**Technical Experience**

* Worked in a computer based environment and thus have working experience of various application software as well as **MS Office (Word, Excel).** Also completed computer training conducted by ICAI- CMA.
* Skilful knowledge in various online operation of MCA, Direct Tax and Indirect Tax and other similar utility along with efficiency in internet/ email browsing and operation.

**PERSONAL DETAILS**

* Date of Birth : 13 Nov 1998
* Nationality : Indian
* Gender : Female
* Language Known : English , Hindi
* Hobbies : Cooking, Music listening

**Place: New Delhi**

**Date:**