

ACCOUNTANT & AUDITOR

MANISHA

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MOBILE NO : 9115637495

DOB : 21/05/2002

GENDER : FEMALE

LUDHIANA

PROFILE

Recent graduate in accounting aspiring to combine educational background with progressive experience to excel as a Professional Accountant. Solid expertise in managing accounts payable and receivable functions, verifying vendor accounts, reconciling financial statements, and checking payments and receipts.

EMPLOYMENT HISTORY

ACCOUNTANT & AUDITOR | CA RAKESH MAHAJAN & ASSOCIATES LUDHIANA

- Maintain accurate accounting records, including journal entries, accounts payable, and accounts receivable.
- Used accounting software to file TDS & GST return.
- Managed a variety of accounting tasks, such as preparing vouchers for all transactions, maintaining books of accounts, ledger and formulating daily and weekly reports
- Prevented accounting errors through close attention to detail and consistent willingness to double and triple check work to ensure 100% client satisfaction
- Audited financial transactions and document to assist senior accountant in verifying the charge of sales tax.
- Reconciled accounts and gst to rectify any errors between the taxpayer's Gst invoices and books of return.
- Assessed data and information to verify entry , calculation, and billing code .
- Maintained clean and organized files by keeping accounts payable Records Up- to- date.
- Self – motivated, with a strong sense of personal responsibility.
- Partnered with auditors to track errors and add contributors to maintained accuracy.
- Skilfully utilize the company's accounting software to maintain accurate records of daily transactions
- Work with vendors, clients, and staff to verify transactions value.

SKILLS

- Bookkeeping
- Problem solving
- SPECTRUM SOFTWARE
- Ability to multitask
- Problem anticipation and resolution
- Tally ,MARG ERP 9
- Smart GST
- MS EXCEL
- MS WORD
- MS POWERPOINT

WORK EXPERIENCE

- ONE YEAR EXPERIENCE IN A CA FIRM

EDUCATION

- BACHELOR OF COMMERCE (PUNJAB UNIVERSITY)
LUDHIANA.
- 10+2, RAMGARHIA GIRLS SER. SEC. SCHOOL.
- 10TH, PUBLIC MODEL SER. SEC. SCHOOL.

LANGUAGES

ENGLISH ————— WORKING KNOWLEDGE

HINDI ————— NATIVE SPEAKER

PUNJABI ————— NATIVE SPEAKER