

NEHA CHOUDHARY

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Address: - Sri City, Tada, Andhra Pradesh -517541

Accounting Professional with 10 years and 11 months of work experience.
Responsible for Statutory Compliances - GST, TDS, E-Filing, Invoicing, Reconciliation, Payments, General and Ledger Accounting, Cash and Bank Management, etc.

Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.

WORK EXPERIENCE

SIDDHARTHA LOGISTICS FTWZ PVT LTD. (HO – MUMBAI) DESIGNATION - ASSISTANT MANAGER – (Aug 2022 to till Date)

Responsible for below related Finance and Accounting activities: -

- ❖ GSTR 1 and GSTR 3B Filing, reconciliation of GSTR2B with Purchase register, reconciliation of GST Payables on monthly basis.
- ❖ TDS - Deduction, Payment, Quarterly Return filling and other corrections in traces.
- ❖ Providing Form 16 and form 16A on quarterly basis to suppliers.
- ❖ Workings and Payment and reconciliation of Professional Tax, Provident Fund, ESIC on monthly basis.
- ❖ Responsible for monthly closing of books of accounts, checking of Trial Balance Expenses with necessary provisional entries and reversal.
- ❖ Reporting of Budget Monitoring for Admin expenses.
- ❖ Preparation of detailed working sheet on Term loans taken from Bank.
- ❖ Reconciliation of actual expenses and billing done to customers, checking Jobwise GP and reporting to Billing team for non-closure jobs.
- ❖ Preparation of Workings and filling for GSTR 9 and 9C (Annual GST Returns)
- ❖ Workings for Prepaid Expenses and booking necessary entries.
- ❖ Reconciliation of 26AS and books TDS credit and booking required entries.
- ❖ Assist in carrying out companies' Internal audit, Statutory audit and Tax Audits.

**STEEL PLANTECH INDIA PVT. LTD. KOLKATA (HO – JAPAN)
DESIGNATION – ACCOUNTS EXECUTIVE - (Jul 2014 – Nov 2019)**

**HAZEMAG ALLMINERAL INDIA PVT. LTD. KOLKATA (HO –
GERMANY) DESIGNATION - ACCOUNTS OFFICER - (Dec 2019 to Nov
2020)**

**DAIKI ALUMINIUM INDUSTRY INDIA PVT. LTD. SRICITY (HO – JAPAN)
DESIGNATION – SENIOR FINANCE & ACCOUNTS EXECUTIVE – (Mar
2021 – Jul 2022)**

- ❖ Statutory compliances - TDS deduction, TDS payment, Quarterly Return filling and other corrections in traces too.
- ❖ Providing Form 16 and form 16A on quarterly basis to suppliers.
- ❖ Reconciliation of TDS return for Tax audit.
- ❖ Filling and reconciliation of GSTR1 and GSTR 3B as per books and as per GST portal.
- ❖ Purchase register, RCM working report for filling of GSTR3B on monthly basis.
- ❖ Sales register, debit notes and credit notes for filling GSTR1 on monthly basis.
- ❖ Maintaining of record in relation ITC and further its reconciliation.
- ❖ Reconciliation of purchase register as per books and as per GST portal for GSTR 9C.
- ❖ Checking and Processing of Invoices (Goods and Services) as per Purchase and Sales Order or Agreement.
- ❖ Reconciliation processes of Bank, Cash, Suppliers and Customers.
- ❖ Booking of provisions and its reversal at the yearend in the books of accounts.
- ❖ Assist in Monthly and yearly closing of books of accounts.
- ❖ Ageing of Debtors and Creditors on monthly basis.
- ❖ Payment of Professional tax monthly basis.
- ❖ Payments to Vendors.
- ❖ FIRC from banks for foreign receipts.
- ❖ Assist in carrying out company's internal audit, statutory audit and tax Audits.
- ❖ Preparing Export and Domestic Invoices like Tax Invoices, Service Invoices, and Debit notes and other Proforma Invoices and Delivery Challans, E - Waybill.
- ❖ Reconciliation of Stock in hand on quarterly basis.
- ❖ Preparing monthly and quarterly cash flow reports.
- ❖ Responsible for employee foreign and domestic Tour and Travel claims, adjusting the advance and accounting the expenses in Tally

TECHNICAL SKILLS

- ❖ Accounting Package - SAP Business one client
- ❖ Accounting Package – Tally 9.0
- ❖ Accounting Package – Mc frame GA software
- ❖ Saral TDS and Payroll Pack Software
- ❖ MS Office – Excel, Word, PowerPoint and Outlook
- ❖ Operating System – Microsoft Windows
- ❖ Communication Skill

PROFESSIONAL QUALIFICATION

MASTER IN BUSINESS ADMINISTRATION IN FINANCE AND MARKETING

- ❖ Biju Patnaik University of Technology, Odisha. (2012-2014) 7.54 CGPA

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Neha Choudhary

Place – Sri City, Andhra Pradesh