

Megha Panchal
Accounts and ROC Executive. (A.E.)

Address: - 1/2976 Ram Nagar Street No.15,
Shahdara Delhi - 110032

Mobile: - 9555903368

Mail address: meghapanchal27@gmail.com

Career Objective

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

Education Qualification

Course	Board and University	Year
CS	ICSI	Pursuing
M.Com	IGNOU	2019
B. Com	Delhi University	2015
12th	CBSE	2012
10 th	CBSE	2010

Organizational Experience

1. K. Awater & Associates (A Chartered Accountant firm in IP Extension Delhi, 110092): - Working as an **Accounts Executive** from feb-2021.

Duration	From February - 2021
Designation	Accounts Executive
Team Size	4

- Reconcile customer Ledger on monthly basis.
- Prepare GST Returns (GSTR-3B and R-1) and file with the portal
- Prepare reports on accounts payable and accounts receivable
- Service Tax, Vat Return, E-TDS Return Filling, Income Tax E Return Filling & other government taxes calculation
- Perform daily entry of accounting and weekly perform checking and updating
- Maintaining the official files
- Check and compile the tax returns
- Bank, Debtors & Creditors Reconciliation
- Maintain cash transaction & petty cash book, preparing cash
- Maintain Balance sheet & profit & Loss

Delhi: - Worked as an Accounts Executive from June- 2017 to Oct-2020

Duration	3 Years 4 Months
Designation	Accounts Executive
Team Size	11

Roles and Responsibilities:-

- Income tax return form preparation
- Preparation of form 3CACB/3CBCD & 15CA/CB
- ROC Returns filling for companies & LLP.
- Private limited company incorporation & LLP incorporation.
- Other ROC compliance like Director KYC, DIR12, INC22 etc.
- Preparation of TDS return
- Various registration like MSME, IEC etc.
- Resolve invoice issues with internal personnel of Clients.

Computer Skills

1. Basic of computer.
2. Working Knowledge of MS-Office.
3. Working knowledge of GST Software (For GST Returns GSTR-3B, GSTR-1 and GSTR-9).
4. Financial accounting on Various Software (Tally ERP)
5. Working Knowledge in various accounts software like Tally ERP 9, computax and BUSY etc.
6. Familiar with the MCA portal

Personality Traits

Hobbies	Listening music, Traveling and Net surfing.
Qualities	Disciplined, Honest and Smart working.

Strengths

- Analytical mind to identify problems and implement effective solution.
- Flexible by nature and Positive Attitude.
- Hard working & Self Confident. Capable for work in team.
- Believe in myself

Personal Profile

Date of Birth	:	May. 10th 1995
Father's Name	:	Sh. Ravinder Kumar Panchal
Marital Status	:	Unmarried
Religion	:	Hinduism
Nationality	:	Indian
Language Known	:	Hindi & English.

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place

Date.....

Signature
(Megha Panchal)